



Position Available	Director of Donor Relations
Appointment Date	11/30/2020
Responsibilities	<p><u>Position Summary</u> The Director of Donor Relations is a mid-level position that plays a critical role in retaining and increasing revenue from existing mid-level donors to support Avila's mission, identifying and qualifying donors to become major donors and stewarding donors. This is an exciting opportunity for a passionate and enthusiastic development professional to be a part of an emerging program that will provide personal attention to donors giving between \$250-\$2,500 with a goal of increasing their giving and engagement. The Director of Donor Relations will work collaboratively with the entire advancement team to develop, implement and assess strategies to increase giving and engagement across affinity groups and geographical areas.</p> <p><u>Principle Responsibilities:</u></p> <ol style="list-style-type: none"> 1. In collaboration with Advancement leadership, the Director of Donor Relations identifies, puts into place and evaluates an annual plan for a multi-segment mid-level donor program designed to meet the fundraising needs of Avila University. 2. Personally manage a portfolio of ~500 donors giving \$250 - \$2,500 to maximize annual revenue. 3. Participate in and play a coordinating role in meetings focused on plans for cultivation, stewardship and solicitation of mid-level and major donors. 4. Builds relationships with mid-level donors via phone calls, in-person visits, personalized email communications, ongoing written contact, and events. 5. Compile and create monthly e-newsletters to various constituent groups with the purpose of building engagement. 6. Develop outreach plans that demonstrate appreciation, recognition, and engagement of mid-level donors and prospects. 7. Develop and run outreach programs (i.e., monthly giving and infinity groups) to engage mid-level donors. 8. Promote and engage donors in Avila's planned giving program. 9. Analyze mid-level donor trends throughout the year to assess results and interprets data to recommend and implement appropriate changes to targets or adjustments in strategies. 10. Work with leadership to forecast mid-level program revenue and expenses. 11. Serve as subject matter expert on mid-level donor management and keeps abreast of industry best-practices. 12. Contribute to team effort by accomplishing other assignments and special tasks as requested.
Qualifications	<p><u>Minimum Qualifications</u></p> <p>Education: Bachelor's degree required; Master's degree and CFRE certification preferred.</p> <p>Experience: Minimum two to five years proven experience in securing annual, major and/or planned gifts and meeting fundraising goals.</p>

	<p>Skills: Must have strong interpersonal skills; pay close attention to detail; manage complex tasks and meet deadlines; and have the ability to work independently and as part of a dynamic team. Must be self-motivated and disciplined to achieve goals. Exceptional customer service.</p> <p>Other: Flexibility to work some evenings and weekends as needed; proficiency with Raiser’s Edge as well as Microsoft Word, Excel and PowerPoint a plus. Ability to complete your own administrative tasks. Some travel may be required.</p>
Salary	Competitive salary based on experience Range: \$50,000-55,000
Benefits	This is a full-time position, eligible for the usual and customary benefits. Avila University’s comprehensive benefit package includes a generous holiday schedule, tuition remission for employee and dependents, vacation and sick leave, retirement benefits and health insurance.
Application Information	<p>Send cover letter and résumé to employment@avila.edu (email preferred) or mail to:</p> <p>Office of Human Resources Avila University 11901 Wornall Road Kansas City, Missouri 64145-1698</p>
The Community:	Kansas City, a two-state metropolitan area with a population of nearly two million, offers a wide variety of cultural, educational and social life opportunities
<p>Avila University, a Catholic university founded and inspired by the Sisters of St. Joseph of Carondelet, provides undergraduate and graduate education in the liberal arts and professional studies, preparing lifelong learners who make meaningful contributions to the global community.</p>	
<p>Avila University is committed to equal employment opportunity and does not discriminate on the basis of, sex, race, religion, age, color, sexual orientation, disability, national or ethnic origin, marital status, veterans status, genetic information or any other characteristic protected by law.</p>	