



CommUnify

A Community Action Agency.

Title: Donor Relations Associate

FLSA Status: non-exempt (hourly)

Summary Under general direction of the Chief Development Officer (CDO), the Donor Relations Associate is responsible for helping raise the funds to support Agency mission and support the CDO in maximizing financial gifts from private contributions, corporate sponsorships, and planned giving. The Donor Relations Associate will also assist with communication and marketing needs pertinent to fundraising.

Essential Duties and Responsibilities *Other duties may be assigned.*

- Provide professional assistance and interaction with donors via phone, computer and face-to-face.
- Prepare gift acknowledgement letters, board thank you notes, new donor letters, make thank you calls and assist with other personalized correspondence at the CDO request.
- Collaborate with CDO to create and build an annual and major gift donor program, and to increase the number of corporate sponsors.
- Work alongside the CDO to establish and build a planned giving program.
- Serve as electronic newsletter editor and collaborate with internal staff to create content for social media posts.
- Research donor and prospect donor biographical information to prepare CEO and CDO.
- Accompany CDO on solicitation meetings, if requested.
- Assist CDO with the planning, strategy and implementation of annual appeal and other mailings.
- Assist CDO and events consultant to plan and execute annual fundraising events or other, one-off cultivation and stewardship gatherings.
- Support grant writer by providing data research, maintaining annual grants calendar, and tracking or submitting any reports that funders may require.
- Partner with CDO to ensure giving pages on CommUnify website remain up-to-date and compelling.
- Solicit in-kind donations and vendor discounts for various events.
- Serves as administrator for donor/development database, including data entry, gift processing and creation of reports.
- Process donations (cash, credit card, electronic, stock, in-kind and others.)
- Maintain physical donor communication materials.
- Compile mailing lists and research potential donor lists available for purchase.
- Provide general administrative support, such as proof-reading, faxing, copying, filing, broadcast e-mailing.
- Answer general development phone inquiries.

Knowledge, Skill, and/or Ability Required

Education and/or Experience Bachelors' degree, with a minimum of two (2) years development and fundraising experience, or the equivalent amount of education and work experience AND two (2) years

working experience in Donor Perfect, Salesforce.org, Raise's Edge or other donor management/CRM software, proficiency in Microsoft Office and Adobe, and ideally a familiarity with social media.

Other Skills In-depth knowledge of private philanthropy as it relates to the not-for-profit organization and experience with the fundamental disciplines of resource development with an understanding of the Moves Management approach to fundraising.

Other critical abilities include:

- Excellent written and oral communication skills.
- Ability to maintain a high level of confidentiality.
- Exceptional organizational skills and attention to detail.
- Strong interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board members, committee members, donors, partners, and volunteers.
- Self-motivated, ability to work independently with limited supervision, willing to handle concurrent tasks and make appropriate judgments and decisions.
- Ability to work evenings and weekends, as needed.

TO APPLY PLEASE EMAIL A COVER LETTER AND CURRENT RESUME TO:

Julie Weiner
Chief Development Officer
CommUnify
Jweiner@communifysb.org