



Job Description

Position: Donor Relations Officer

Position Type: Full Time

Job Location: Campus - Camarillo, CA

Education Level: Bachelor Degree

Salary Range: \$69000.00 - \$104500.00 Salary/year

Job Category: Nonprofit - Social Services

Apply here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=298390&clientkey=4C9C202AAF64332CFFF03BF9BEC3A620>

Wage band range \$69,000.00 - \$104,500.00 annually. However, starting pay is ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity. This position will not be offered as a remote or hybrid work style.

The Donor Relations Officer assumes a key role in the strategic development of major gift activities including identification, cultivation, solicitation and stewardship of prospects and donors. This position works closely with the Director of Development and Public Relations, Chief Executive Officer and Chief Operating Officer to secure funds for the organization by managing a group of assigned, qualified donors (caseload) assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement. The benefit of this position will be the satisfaction of helping donors fulfill their passions and interests through their giving to Casa Pacifica Centers for Children and Families.

We are a diverse and inclusive team providing excellent services to all our surrounding communities. Our team members are empowered to share their identities, ideas, and perspectives. A culture built on diversity, equity and inclusivity is essential to creating a safe and healing environment at Casa Pacifica.

DUTIES AND RESPONSIBILITIES:

- Will establish and maintain a donor cultivation cycle and gift stewardship program to ensure new major donors are developed, have the opportunities to increase their level of support annually, and maintain a close relationship with the organization.
- Will qualify a group of caseload donors.
- Will create individual goals for each person on his or her caseload based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Will create a plan for each donor that will serve as a foundational communication and marketing plan for each person on the caseload. Will faithfully and on a timely basis execute that plan so individuals on the caseload are retained and upgraded.
- Will work with program managers to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with persons on the caseload to secure gifts.
- Will prepare written materials, including correspondence, solicitation materials, acknowledgements, and regular communications as part of the stewardship program.
- Will create monthly reports as required by management that accurately reflect caseload activity and performance.
- Will perform other major donor activities as required.

Accountability:

- Ability to qualify caseload donors that represent the highest giving potential for the organization.
- Ability to create reasonable financial goals for each donor, which is based on the donor's giving and the potential.
- Ability to create a personal contact and ask plan that takes into account the individual donor's interest, motivations, giving patterns and ask preferences, for each donor on his or her caseload, in a timely and cost-effective manner, and retains and upgrades donors.
- Ability to secure project and organization information and create and write effective offers, proposals and asks. Ability to secure information that can be sent back to donors to report on how their money was used.
- Ability to create timely reports that reflect caseload and major gifts performance.
- Ability to manage people, process, deadlines and budget while adhering to the policies and procedures of the organization and ability to get along with peers, subordinates and management and maintain a positive and constructive attitude while solving problems. Ability to protect the mission, goals and values of the organization.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree required; advanced degree or fundraising-related certifications is highly desirable.
- Five to seven years of successful experience in major gift fundraising.
- Thorough knowledge and understanding of all areas of development including annual giving, major, and planned giving.
- Must adhere to the highest ethical standards and "best practices" of fundraising.
- Highly motivated to set and achieve goals.
- Demonstrated ability to work independently and as a team member.
- Excellent interpersonal, organizational, personal and written communications skills.
- Knowledge of MS Office Suite, and Raiser Edge preferred.
- Ability to maintain a flexible work schedule, including some evenings and weekends.

OTHER SKILLS AND ABILITIES: Strong leadership, organization and computer skills a plus. Valid California Driver's license with excellent driving record. **Language Skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, budgets, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, percentages, and ratios. Ability to apply concepts of basic algebra. Ability to design and maintain a budget.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Supervisory Skills: Ability to effectively supervise and motivate others to perform. Ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Ability to interview and hire well-suited candidates and to provide/oversee discipline as needed. Ability to address complaints and resolve problems.

WHAT WE OFFER

Casa Pacifica strongly believes in providing our employees with a comprehensive and competitive total benefits package that will support them across the many needs that arise in life. In addition to the salary information listed above, employees within this position will also be eligible for the following:

- Comprehensive Benefits package,
- 401k auto enrollment at 3% with up to 5% fully vested employer matching contributions made after first year of service
- 9 paid holidays
- Medical, Dental & Vision Insurance options

- Flexible Spending and Dependent care programs
- Excellent Training opportunities – including opportunities for CEUs
- Education/Tuition Assistance programs
- Group Discount Pet Insurance
- Aflac Hospital, Critical Illness, Accidental & Dental supplemental plan options
- Employee Assistance Program (EAP)
 - Free Confidential Crisis Line 24/7, 365 days a year
 - 4 face-to-face or telephonic sessions per issue, i.e.,
 - Stress, Anxiety, Depression
 - Life transitions
 - Grief and Loss
 - Divorce
 - Conflict Resolution
 - Substance Abuse
 - Work-Life Counseling
 - Free Legal and Financial Consultations
 - Identity Theft Recovery Services

Casa Pacifica is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability. All applicants will be given full consideration under state, local, and federal law.