

## **Manager of Donor Relations**

Catholic Charities of Onondaga County is hiring for a newly created Manager of Donor Relations to actively participate in all aspects of the gift cycle, including identification, qualification, cultivation, solicitation, stewardship, and recognition of corporations, foundations, and individuals donors.

Responsibilities include:

1. Cultivating lifelong relationships between the agency and individual donors and their families. To be achieved through timely and intentional engagement via multiple channels: in-person and virtual meetings (preferred), volunteerism, frequent attendance at local events, phone calls, social media activity, and written communications.
2. Establishing key performance indicators (KPIs) that measure the health/growth of the agency's donor file. Measuring against agreed-upon KPIs, raising awareness to any (un)favorable trends, outcomes, etc. Assist the Director of Donor Engagement in providing frequent updates/KPIs to governance.
3. Supervising staff who may work on-site, remotely, part-time and/or full-time.
4. Actively contributing to efforts to learn and utilize Blackbaud software to its full extent.
5. Assist with the preparation of an annual Donor Engagement Department budget. Responsible for adhering to/monitoring budget versus actual financial results.

Successful candidate will employ critical thinking skills, especially when analyzing data about donor behavior, based on analyses, propose ideas/actions ; think creatively; demonstrative a collaborative, can-do mindset; work both independently and collaboratively with administrative personnel, programmatic personnel, and governance.

### **Requirements:**

Requires a Bachelor's Degree with 3-5 years of professional work experience in a front-line fundraising role or business development role. Highly proficient in Microsoft Office 365 products (particularly Outlook, Word, and SharePoint) and Adobe Acrobat Pro. Experience in non-profit sector (charitable organizations), familiarity with Blackbaud software, public speaking, and raising awareness and funding for a capital campaign preferred. Valid N.Y.S. Driver's License and a registered and insured vehicle required.

**Click here to apply - [Manager of Donor Relations](#)**

Catholic Charities of Onondaga County is dedicated to caring for those in need while promoting human development, collaboration, and the elimination of poverty and injustice; helping people in need regardless of their religion, race, ethnicity, or nationality. We believe that all people have infinite value and are worthy of our respect and compassion. Above all, we are committed to creating hope and transforming lives.

**Catholic Charities of Onondaga County is an Equal Opportunity Employer**