St. Mary’s Food Bank is the first and largest food bank in Arizona helping to feed hungry families throughout Phoenix and nine Arizona counties.

We are currently seeking a **Donor Relations** staff member who will create strategy and tactics to engage, build relationships and steward current donors who have the capacity to elevate their giving. Collaborating with members of the Development Department, the Donor Relations staff member will take the lead in creating effective communication ideas to elevate donor revenue from this sector of donors. Must be highly organized.

**Position Responsibilities:**

- Manage an assigned portfolio of current donor households building relationships to ensure gift renewal.
- Steward donors with a variety of personal communications: personal thank-you phone calls, emails, notes, tours, birthday cards, donorversary, Thanksgiving and holiday cards, etc.
- Develop written engagement, solicitation, and moves management strategies for all solicitors to move donors through a cultivation, solicitation and stewardship cycle.
- Collaborate with Development staff on donor stewardship and engagement functions.
- Consistently and constantly reach out to donors to discuss their personal interests that may correlate with St. Mary's programs and giving opportunities.
- Maintain accurate records of engagements, communications, and donor information in the departmental database.
- Assist with incoming phone calls to the department.
- Ability to conduct two hour-walking donor tours of operation.

**Qualifications:**

- Proven record of maintaining relationships with donors
- Stewardship and relationship management skills with meticulous follow-through and presentation skills.
- Possess excellent time management skills, be highly organized and the ability to multi-task.
- Ability to build and maintain productive relationships with donors.
- Ability to effectively communicate St. Mary's mission, strategic plan and goals, and case for philanthropic support.
- Ability to initiate first contacts with donors and prospects.
• Ability to work independently as well as collaboratively.
• Excellent writing and speaking skills.
• Proficient in the use of personal computers including word processing, spreadsheet and database software.
• Flexible and willing to shift or acquire new responsibilities.
• Work collaboratively with all St. Mary’s Food Bank staff to help further our mission.

Salary for this position will be $48,000-50,000. St. Mary’s offers a generous compensation package which includes medical, dental, vision, short-term and long-term disability, PTO, employer paid life insurance and more.

Qualified candidates are invited to submit their resume and salary requirements to: https://jobs.firstfoodbank.org/. This is your chance to make a difference. Join our Mission to alleviate hunger!