

Donor Relations Specialist

Provides direct donor support to the Executive Director including identification, cultivation, solicitation, and stewardship activities to meet established fundraising goals as well as provides administrative support to the Executive Director, Key Stakeholders, Board of Directors and Fundraising Committees.

- Supports all aspects of major gift fundraising, including proposal development and strategic initiatives; emphasis on stewardship and moves-management fundraising process.
- Provides administrative oversight and support for all special and cultivation events including sponsor benefit fulfillment, vendor management, budget development and reporting, committee and donor correspondence.
- Assists Donor Database and Gifts Manager with data entry, gift acknowledgement query/report development and donor-prospect research as needed.
- Assists with grant research, proposal development, budget management and reporting.

Requirements:

- Bachelor's degree and a minimum of two to four years fundraising and donor engagement experience.
- Business and strategic partnership development experience with a creative focus on customer relations and stewardship desired.
- Superior written and oral communication skills including proposal and development content writing.
- Highly organized with strong attention to detail. Proofreading and copy edit skills a must.
- Uses critical thinking, takes initiative to solve problems and seek solutions.
- Values administrative role in supporting organizational leadership and strives for excellence as a team player.
- Skilled at project management, responds adeptly to rapidly changing priorities, and works well under pressure.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) Internet research and office procedures.
- Experience in desktop publishing and social media applications desired.
- Displays proficiency with donor databases, online research tools and other information technology.
- Ability to professionally and comfortably liaise with a wide array of individuals, from staff to high-net worth donors and board members.
- Exhibits a commitment to professional ethics in working with highly confidential, sensitive information.
- Passionate about animal welfare and the programs and services provided by the Norfolk SPCA.

Send letter of interest, resume, and 3 references to: humanresources@norfolkspca.org.