

POSITION DESCRIPTION

Date Created/Updated: 1/22/26

Job Title: Donor Relations Officer

Reports To: Director of Major and Planned Giving

FLSA Status: Exempt

Salary Range: see below

Delivery Mechanism: Not Applicable (00)

Company Code: Unrestricted

Typical Work Hours: 40 **Shift:** Day

Department: Development

Position Family: Development

Position Type: FT (Reg)

EEO1 Category: Professional

Project: Not Applicable – Unassigned (0000)

Job: Default – No Job Defined (00)

Travel: Road Warrior

Job Summary:

The Donor Relations Officer is responsible for developing strategies for the cultivation, solicitation, and stewardship of donors and donor prospects with special focus on five figure gifts to support WHRO's programs and services.

Supervisory Responsibilities:

- N/A

Duties/Responsibilities:

- Oversee portfolio of 150-200 donors and prospects, participating in regular portfolio review process and updating constituent records as appropriate.
- Identify, qualify, cultivate, solicit, and steward select major gift prospects and donors. Develop individual donor strategies and materials to renew and upgrade existing donors and acquire new donor gifts as well as legacy gifts.
- Maintain detailed knowledge of programming on all WHRO platforms and initiatives to create donor engagement opportunities.
- Collaborate with development department and other employees throughout the company to create fundraising and outreach possibilities.
- Maintain schedule of face-to-face visits, as well as additional meaningful connections identified in donor plan, to steward existing donors and engage new donor prospects.
- Appear on air (FM and/or TV) during on-air fundraising campaigns.
- Manage annual donor stewardship events with the assistance of the major gifts team.
- Other duties as assigned

Required Skills/Abilities:

- Superior written and verbal communication, presentation, and interpersonal skills.
- Proficiency in database management and Microsoft Office.
- Passion for WHRO Public Media's mission and have a deep understanding of the purposes and mission of public media.
- Ability to gather and analyze data and share findings.
- Ability to communicate effectively, drive consensus, and influence relationships at all levels.
- Must have valid driver's license.
- Superior social skills allowing for professional interaction with donors and donor prospects

Education:

- Bachelor's degree or 4 years equivalent experience

Experience:

- Demonstrated experience, success and progressing responsibility in fundraising with a minimum of five years' experience.
- Possess a valid driver's license.

Additional Eligibility Qualifications:

- N/A

Physical Activities

- Remaining in a stationary position, often standing or sitting for prolonged periods.
- Moving about to accomplish tasks or moving from one worksite to another.
- Adjusting or moving objects up to 20 pounds in all directions.
- Communicating with others to exchange information.
- Repeating motions that may include the wrists, hands and/or fingers.
- Operating motor vehicles or heavy equipment.
- Assessing the accuracy, neatness and thoroughness of the work assigned.

Environmental Conditions

- Low temperatures.
- High temperatures.
- Outdoor elements such as precipitation and wind.

Physical Demands

- Sedentary work that primarily involves sitting/standing.
- Light work that includes moving objects up to 20 pounds.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

The employer reserves the right to change or modify the job description as business needs dictate.

Salary Range

Salary range is \$70,000 to \$80,000, dependent upon experience and accomplishments.

Please go to <https://www.whro.org/employment-opportunities/job-listings> to view current job openings at WHRO Public Media and to apply for the Donor Relations Officer position.

