

Position Description

DONOR RELATIONS MANAGER

Outside the Lens seeks a Donor Relations Manager with experience in donor engagement, communications, database management and annual giving to develop and support a sustainable philanthropy program.

About Us

Outside the Lens (OTL) activates and amplifies voices of youth through photography, filmmaking, and media literacy, catalyzing change within themselves and their communities. For over 20 years, OTL has brought arts-integrated programming to over 23,500 students in weekly classes, after-school programs, summer sessions, workshops, and teacher training. Their project-based approach is designed to engage students with core academic subjects, creative thinking, and issues important to them to envision and build a more equitable and inclusive world. For more information, visit <https://outsidethelens.org/>.

Position Summary

Joining Outside the Lens at an exciting moment of growth, the Donor Relations Manager has the opportunity to build an individual giving program and take ownership of donor engagement for all advancement initiatives (grants, foundations and corporations). As part of the Advancement team, the Donor Relations Manager is responsible for annual giving planning and implementation, individual giving strategy, donor database management, and philanthropic communication endeavors. Reporting to the Director of Advancement, the Donor Relations Manager works in partnership with the Development Specialist and other team members to execute all fundraising and communication initiatives.

Our Culture

Outside the Lens is an inclusive arts education nonprofit located in San Diego's Promise Zone, home to the City's most culturally rich and ethnically diverse neighborhoods, and home to many of the students we support. Our collaborative culture provides employees the opportunity to develop and share their skills and expertise—learning from each other and the communities we work in. With a growth mindset, we exercise our values of transparency, justice, equity, diversity and inclusion both inside and out of the classroom.

Benefits

Salary Range: \$25 - \$30/hour (\$52,000 - \$62,400 annually) commensurate with experience*

Medical, dental, and vision insurance

403(b) retirement plan

10 Days of PTO

13+ Paid holidays

Paid Sick Leave

Duties & Responsibilities

- Donor Engagement
 - Lead organization in cultivating a “culture of engagement.”
 - Provide 1:1 support for all donor inquiries; develop and implement an annual giving strategy that includes individual giving, membership and/or multi-year commitment initiatives.
 - Support all donor meetings—including research, scheduling, proposal development and strategy.
 - Create mission-aligned engagement opportunities that deepen the connection between donors and OTL.
- Database Management
 - Develop systems and protocols for efficiency, clarity and consistency, following fundraising best practices.
 - Provide regular reports and information to inform data-driven decision making and accounting/audit gift reporting.
 - Ensure gifts and interactions are recorded in a timely manner—consistently and accurately—to enhance institutional knowledge and to identify areas of opportunity or growth.
- Communications
 - Oversee donor-driven communications, including but not limited to newsletters, one-sheets, social media, direct mail marketing, and website content.
 - Support other organizational, and advancement initiatives, with content related to donors and philanthropic messaging.
 - Help create clear and compelling evidence-based cases for support.
- Gift Processing + Acknowledgement
 - Create unique ways to acknowledge donors.
 - Ensure gifts are processed timely and accurately, in compliance with Finance policy and Gift Acceptance guidelines.
 - Establish and maintain a gift acknowledgement framework, informed by nonprofit best practices—including letters, receipts, emails, tributes.

Qualifications

- Nonprofit professional with a proven track record of successful cultivation, solicitation and stewardship of individual donors.
- Excellent communication skills, both written and interpersonal. Comfortable speaking in small groups and creating materials for donor meetings and proposals.
- Team player—motivated to listen, learn and share their skills and expertise for the benefit of the greater good.
- Organized and responsive to the needs of dynamic organization; effective problem-solving and decision-making skills.
- Ability to work some overtime, evenings, and weekends for mission-driven events.

** The salary range provided above indicates the minimum and maximum potential earnings within the specified pay scale. The final salary for an individual hired for this position will be determined by a range of factors, including but not limited to their professional and academic background, training, job responsibilities, and specific business and organizational requirements. Please note: salary decisions are tailored to the unique circumstances of each individual hire.*

Our Commitment

Outside The Lens is highly committed to diversity and a workplace environment that respects, appreciates, and values employees from all backgrounds; candidates of color are strongly encouraged to apply. OTL is an equal employment opportunity employer. OTL's policy is to not discriminate against any applicant or employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, or any other basis protected by applicable federal, state, or local laws. OTL also prohibits harassment of applicants or employees based on any of these protected categories. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless an undue hardship, direct threat to health and safety or other job-related consideration exists.

This job description is intended as a guide to the general job responsibilities and is not inclusive of all everyday duties the employee is expected to perform.

Please send cover letter and resume to: hr@outsidethelens.org

Subject Line: Donor Relations Manager

09/2023