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| For more information or to submit your online application for consideration, please visit the TSRI Career Center at: <http://careers.scripps.edu/postings/13396> |
| **Requisition Number** | 05571 |
| **Department Name:** | Office of Philanthropy - CA |
| **Position Type:** | Full Time |
| **Position Title** | Donor Relations Manager |
| **Position Summary:** | The Scripps Research Institute is currently seeking a Donor Relations Manager to work under the direction of the Philanthropy Director, designs and implements high-level Recognition and Stewardship Program, including the management and execution of major gift stewardship needs and the identification of creative recognition opportunities. Works collaboratively with the frontline fundraising staff and the Communications team to assist in inspiring continued giving and deepening relationships between donors and the Institute. Creates systems and maintain records to ensure timely reporting and execution of programs. Support key donor relations activities including stewardship events and other stewardship touches to further engage key donors and potential prospects.RESPONSIBILITIES AND DUTIES* Develop a donor relations program with guidelines for a scalable stewardship program serving donors at various levels of giving to academic priorities; endowment, facilities, and current use donors.
* Manages the annual production of all endowment reports that detail quantitative and qualitative fund impact.
* Maintains and updates fresh, personalized acknowledgment and stewardship language that ensures meaningful giving experiences for everyone.
* Manages major and principal gift requirements to ensure all deliverables are produced on time and are aligned with donors’ expectations.
* Supports the creation of stewardship content and donor relations programmatic efforts including naming opportunities, acknowledgments, and donor communications.
* Independently develops and executes multiple reporting projects simultaneously.
* Maintains project direction and schedule while continuously reviewing and editing deliverables to ensure that each phase of a project meets expectations.
* Oversees data management for stewardship and donor relations projects
* Builds a stewardship content library to serve as a resource for Donor Relations projects.
* Builds relationships across the Institute in order to produce stewardship reports that advance the strategic initiatives of each program, department, lab, and Center.
* Shares expertise and collaborates with central partners to improve processes and procedures.
* Takes a team-oriented approach to problem-solving and troubleshooting.
* Performs other duties and projects as assigned, including some supporting functions.
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| **Location:** | California |
| **Additional Information:** | Monday – Friday32-40 hours per week |
| **Physical Requirements:** | This position works in a typical office environment. With or without reasonable accommodation, employees in this position must be able to sit and type at a computer terminal for up to 8 hours per day with appropriate breaks and perform tasks that require fine dexterity and repetitive motions using the arms, hands, wrists and fingers. Further details of the physical requirements of established essential functions for this position will be addressed/discussed during the interview process. |
| **Basic Qualifications:** | * Bachelor’s degree or the equivalent combination of education, training and experience.
* Minimum 4 years donor relations experience
* Excellent written and verbal communication skills as well as strong interpersonal skills.
* High level of poise and professionalism.
* Demonstrated initiative and follow-through on the smallest of details.
* Demonstrated experience administering/managing a program and a budget.
* Skilled in the use of MS Office applications (Word, Excel, PowerPoint, Outlook, etc.).
* Experience with databases, preferably Raiser’s Edge or similar, and the ability to become proficient in other software programs or applications used in the department.
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| **Compensation:** | Commensurate with Experience |
| **Open Until Filled** | Yes |
| **EEO Statement** | The Scripps Research Institute is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status. |