



## ABOUT THE COMPANY

**Founded:** 1981

**Mission:** To strive for equity for our youth by valuing and supporting the life they envision.

**Values:** Trust, Respect, Empathy, Inclusion, & Advocacy

## JOB DESCRIPTION

<b>Position Title:</b>	Donor Relations Manager
<b>Employment Classification:</b>	Full Time / Hourly / Non-Exempt
<b>Reports to:</b>	Director of Development Operations
<b>Salary Description:</b>	\$33-\$43/ Hourly
<b>Department:</b>	Development
<b>Position Summary:</b>	The Donor Relations Manager is a frontline fundraising professional responsible for cultivating and stewarding mid-level donors while identifying and qualifying prospects for major gifts. This role is central to sustaining and growing Orangewood Foundation's base of support, with a focus on mid-level giving, donor research, and pipeline development. The DRM will also play a key role in advancing the organization's strategic plan, engaging new communities, collaborating across departments, and strengthening support for the Foundation's initiatives, including the Lyon Workforce program.

### Major Areas of Responsibility:

- Manage and steward a portfolio of mid-level donors (1,000-\$5,000), cultivating meaningful relationships to secure renewals and increased support through various outreach methods including personal contact, direct mail, digital channels, and events.
- Conduct thorough research and analysis to identify and qualify new donor prospects, preparing detailed profiles and giving assessments to guide engagement strategies.
- Maintain accurate and up-to-date donor and prospect data within Raiser's Edge NXT, ensuring reliable records for development activities.
- Collaborate closely with development leadership and program teams to align donor engagement efforts with organizational priorities and advance fundraising strategies.
- Represent the organization at community and networking events to build new relationships and broaden support.
- Support the implementation of strategies to diversify the donor base and foster long-term growth, including engagement with potential corporate partners.
- Additional duties as assigned by direct supervisor.

### Knowledge, Skill, and Experience Requirements:

- Bachelor's degree preferred, but not required.

- 3–5+ years of experience in donor relations, prospect research, or nonprofit fundraising.
- Strong written and verbal communication skills, especially for donor correspondence, briefings, and reports.
- Demonstrated ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- Collaborative team player with experience working cross-functionally to meet shared goals.
- Experience supporting fundraising events and participant-driven campaigns is a plus.
- Possess a valid California driver's license and proof of automobile insurance. Position requires DMV clearance.
- Pre-employment screenings include criminal background check, FBI/DOJ fingerprinting, TB test, drug screen, and previous employment verification.

**Essential Qualities:**

- Understanding of and passion for the Foundation's mission, vision, and values.
- Enjoys working directly with youth, volunteers, community partners, etc.
- Passion for and enjoys working directly with TAY population.

**Working Environment/Physical Requirements:**

- Hybrid work setting with a combination of remote and in-office days.
- Regular use of a computer for extended periods, including typing, reading, and virtual meetings.
- Physical activity includes standing and sitting for moderate durations throughout the workday.
- Occasional driving may be required for attending meetings, events, or donor visits.
- Ability to communicate effectively in person, by phone, and virtually, requiring clear speaking, hearing, and vision.
- Position may require use of personal vehicle. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs. (i.e. tables, chairs, food, water, etc.).
- Modification to work schedule may be made based on needs of the Foundation.

*Orangewood Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race (including hair texture and protective hair styles such as braids, locks, and twists), religious creed (including religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity (including individuals who are transgender and/or transitioning), gender expression, age, sexual orientation, reproductive health decision-making, military and veteran status, or any other protected group, in accordance with all applicable federal or State laws.*

**To Apply, Visit:** <https://recruiting.paylocity.com/Recruiting/Jobs/Details/3400695>