

**Position Title :** Donor Relations Director  
**Organization :** Salvation Army, Buffalo Area Services  
**Salary:** \$85,000 annually  
**AFP-WNY Post Date:** 2/22/24

**DEADLINE TO APPLY: OPEN**

The Salvation Army, Buffalo Services Team is Seeking a Full Time Donor Relations Director

Our Full Time opportunities offer:

- Generous time off every year including 14 paid holidays, up to 3 personal days, vacation time, and sick time
- Employer funded Pension Plan (company contributions begin after 1 year of continuous employment)
- Comprehensive Health Care Coverage with low cost employee premiums, co-pays, and deductibles
- Company Paid Basic Term Life Insurance for Employee
- Long Term Disability Insurance
- Eligibility for supplemental insurance plans including Short Term Disability, AFLAC, and Voluntary Term Life
- Flexible Spending Account
- Eligibility for Federal Student Loan Forgiveness Program
- Tax Deferred Annuity (403B)
- Christmas Bonus

**SCOPE AND PURPOSE OF POSITION:**

The Donor Relations Director (DRD) will play an integral role in the success of the Division's fund development efforts, specifically leading in all major gift strategies and communication. The DRD will bear the sole responsibility for managing major donor caseloads for Divisional fundraising. He or she will be in command of a high end portfolio of donors and prospects within a specified geographic area. In this role, the DRD will identify, cultivate, solicit, steward, and upgrade major gift prospects and donors, acting as the primary contact between The Army and all major donors.

The DRD will work with program and command staff in order to serve the complete needs of the Division's fundraising needs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establishes and creates a strategic communications plan to identify, educate, cultivate and solicit gifts for all major donors each fiscal year.
- Manages a caseload of 100-150 major donors, following the prescribed communications plan that is specific to each donor.
- Establishes and works to meet annual goals for each major donor and for the major gifts program each year.
- Leads in all one-to-one solicitation, gift acknowledgement and stewardship communication, traveling as necessary.
- Works in close conjunction with other fund development officers, ensuring collaboration between direct mail, foundation, corporate, and planned giving efforts.
- Helps shape overall policies and strategies to continually increase major gifts revenue and program growth.
- Provides assistance and leadership for written proposals for major donors.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice due to business needs.

#### SPECIAL SKILLS, CERTIFICATES, LICENSES, REGISTRATIONS.

- A heart for The Salvation Army's mission.
- Effective interpersonal skills and excellent written and oral communication abilities.
- Proven expertise in building and maintaining positive relationships with diverse individuals.
- Should enjoy problem solving, and should exude energy and initiative.
- A high level of comfort with direct donor interaction, including discussions of personal and family finances and asking for money is a must.

- Team Player.
- Able to work independently in a complex environment, managing multiple projects and conflicting priorities.
- Willingness to travel regularly.
- Demonstrated ability to set and achieve goals as well as meet deadlines.
- Proficient in Word and Excel, as well as experience with donor tracking and/or database software is preferred.
- Must have a valid Driver's License that meets The Salvation Army insurance requirements.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

To Apply, visit:

<https://careers-usesalvationarmy.icims.com/jobs/12438/donor-relations-director/job?mode=view&mobile=false&width=724&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>