

Position Title : Relationship Manager

Organization : Trocaire College

AFP-WNY Post Date : 11/18/2019

DEADLINE TO APPLY: open

DESCRIPTION

Trocaire College serves the Western New York community by educating more than 1,300 Western New Yorkers every year who graduate to fill local jobs in healthcare, business, hospitality and technology. Nearly all of these students are low to median income and many are heads of household. They all seek the opportunity at Trocaire to improve their circumstances through careers of achievement and lives of purpose. Yet, the average gap a Trocaire student faces in funds available for non-subsidized tuition can destabilize struggling families, leaving many to experience housing challenges and food insecurity. To address this financial gap, the Trocaire College Board of Trustees and Executive Team has embarked upon an unprecedented Endowment Campaign to "Fund the Future for Western New York" and is therefore seeking qualified candidates to help build a robust major gifts program.

PRIMARY FUNCTIONS

Reporting to the Executive Director of Advancement, the Relationship Manager is responsible for designing and implementing all donor and alumni events, projects and activities sponsored or hosted by the Division of Institutional Advancement, including the college's signature event - Spring Soiree in support of "Funding the Future for WNY" Campaign.

The Relationship Manager is an important liaison between alumni, prospective and current donors and Trocaire College. S/he must strive to foster new *relationships* essential to furthering the mission, and maintain existing relationships through effective stewardship and meaningful engagement.

The ideal candidate will thrive in a fast paced environment, be a goal oriented team player who has a strong work ethic and is self-motivated. Must be collegial, patient, service and detail oriented, and able to multitask with excellent follow through.

The successful candidate will build strong relationships with prospective donors and will be expected to qualify, cultivate, solicit and steward these very important supporters of the college.

MINIMUM QUALIFICATIONS

- Minimum of Baccalaureate degree required and advanced degree is preferred.
- CRM experience highly desired

- Three years related experience (i.e. fundraising, alumni relations or another related field such as sales, public relations, event management, etc.)
- Must have a valid driver's license and functioning vehicle.
- Must be available and willing to work evenings and weekends.
- Proficiency in Microsoft Word, Excel, PowerPoint and database management, e-mail communication and navigating websites and social media platforms.
- Excellent interpersonal skills that include professional communication, relationship building, and the ability to clearly and concisely present information.
- Strong written and verbal communication skills
- Demonstrated ability to collaborate in a team environment
- Excellent organizational and time management skills and attention to detail
- Commitment to respect and maintain confidentiality of donor information
- A deep appreciation for and commitment to Trocaire's mission.

KEY RESPONSIBILITIES

- Planning and execution of all fundraising and stewardship events, especially the college's signature Spring Soiree.
- Works with the key volunteers and the campus community to secure sponsorships and donated items from area businesses.
- Designs and implements customized activities for increased alumni engagement.

JOB SPECIFIC COMPETENCIES

- Candidates must be goal-oriented professionals with a track record of building relationships
- Strong ability to articulate the case for support and the Sisters of Mercy Mission of Trocaire College.
- Ability to work collaboratively with a wide array of stakeholder groups.
- Comfort with a metrics-based system for measuring effectiveness, tracking activity, and ensuring progress personally and collectively with other staff and volunteers.

POSITION SPECIFICATIONS AND WORKING CONDITIONS

The physical demands and the work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually moderate. Normal office work conditions. May spend extended periods of time sitting and using a computer.

TO APPLY

Please visit the following link

<https://trocaire.applicantpro.com/jobs/1245561.html>