Donor Relations Administrator

Fort Collins, CO

Description

Now Hiring: Full-Time Donor Relations Administrator

40 hours/week

Starting Pay: $20.00/hour

General

The Donor Relations Administrator is enthusiastic about increasing resources for Animal Friends Alliance through managing various giving programs, and ensuring that donors’ gifts are tracked and recognized in a timely and donor-centric fashion. The Donor Relations Administrator interacts frequently by e-mail, phone, mail, and in person with donors, business leaders, volunteers, and community members; and must be able to write compelling stories about our work to share with stakeholders. This person is also responsible for cultivating community relationships to stimulate involvement and giving through coordinating supply drives, and public presentations. Additionally, the Donor Relations Administrator works collaboratively with the rest of the Development team by assisting with donor appreciation events and fundraising events.

Major Duties and Responsibilities

- Maintains and recruits donors for Animal Advocate Club, Business Partners in Animal Welfare (BizPAW), and other giving programs, as assigned.
- Onboards new members and acknowledges increased membership
- Stewards and cultivates members through regular contact and recognition
- Maintains proper records for recurring giving programs
- Properly offboards lapsed members
- Creates written communications including, but not limited to; monthly thank you receipts, monthly direct mail appeals, and lapsed donor letters.
- Coordinates supply drives to promote support for the mission of Animal Friends Alliance.
- Communicates with the team to determine highest priority supply needs.
- Works with the Volunteer Program Administrator to recruit volunteers for supply drives.
- Prepares necessary handouts, supplies, and equipment needed for setting up effective supply drives.
- Works supply drives as necessary to ensure a successful event.
- Completes deposits of checks and cash donations three times weekly or as needed.
- Develops partnerships both external and internal for recurring gift and outreach purposes.
- Speaks in the community to inform on Animal Friends Alliance programs, services and giving opportunities.
- Actively participates in weekly development meetings, and reports out to the rest of the team on giving programs.
- Assists with the planning and implementation of donor appreciation events and fundraising events.
- With the Director of Philanthropy, Executive Director and other key staff, develops annual strategic goals for recurring gifts and supply drives that include objectives, goals, strategies, tactics, measurements, and contingency plans.
- Performs research and prepares reports and/or other data as requested by the Director of Philanthropy.
- Acts as Animal Friends Alliance’s spokesperson as assigned.
Other Duties

- Attends weekly department meetings and other appropriate team meetings, and one-on-one meetings with direct supervisor.
- Attends quarterly staff meetings with full Animal Friends Alliance team.

Organization Wide Duties:

- Treats animals humanely, with compassion and concern, both on and off the job, and conveys these values to others, in word and action.
- Represents Animal Friends Alliance in a professional and courteous manner at all times.
- Provides quality service to customers, volunteers, and staff, recognizing their individual contributions to Animal Friends Alliance. Monitors, supports, motivates and champions volunteers and their work.
- Solicits monetary and in-kind donations by raising awareness of the organization's work, goals, and financial needs.
- Follows all safety rules to ensure a safe work environment at all times. Takes immediate action to address any safety concerns or noncompliance issues that could put an animal, employee, volunteer, visitor, or the organization at risk.
- Learns basic duties of other departments, and supports other departments and staff.
- Monitors, supports, motivates and accredits volunteers and their work.
- Understands and operates by Animal Friends Alliance’s core values.
- Regular and timely presence onsite.

Work Environment:

- Work performed in an office setting
- Potential for exposure to zoonotic diseases and cleaning chemicals

Unusual Demands:

- Work is subject to frequent interruptions.
- Employee is subject to work weekends, holidays and beyond the normal scheduled hours of work.

Requirements

Education/Experience

Education

- Required: 2 years of college or equivalent work experience.
- Preferred: Bachelor’s Degree or equivalent work experience in marketing/public relations, community relations, education or equivalent degree.

Experience:

- Required: One years experience in development/fundraising or community relations.
- Preferred: Three years experience in development/fundraising or community relations.
Miscellaneous

- Valid Driver’s License: Required
- Sincere interest in Animal Friends Alliance’s mission & vision
- This is a full time position budgeted for 40 hours per week

Knowledge

- Knowledge of donor development and recognition.
- Knowledge of Google Suite, including Gmail and Google Drive.
- Experience with database management and donor CRMs in particular

Skills

- Effective verbal and interpersonal skills for in-person, written and telephone communication, for interaction with the public and colleagues.
- Excellent organizational skills.
- High level of professionalism.
- Emotional intelligence, work ethics and integrity.
- Basic computer skills.
- Detail-oriented.

Abilities

- Able to enter accurate information into a database.
- Able to learn, retain and communicate a wide variety of information.
- Able to prioritize duties and perform multiple tasks.
- Able to work in a high-stress, fast-paced environment.
- Able to work with volunteers.
- Able to perform research.
- Able to communicate effectively both orally and in writing.
- Able to work with a budget.

Physical, Sensory and Mental Requirements

Physical

Frequent

- Sit, stand, walk
- Write legibly
- Operate standard pedals in a company vehicle.

Occasional

- Bend, squat, kneel, reach above head, push/pull, and grasping & fine manipulating with hands
- Climb
- Operate standard pedals in a company vehicle.
- Potential for exposure to zoonotic diseases and cleaning chemicals
- Potential exposure to high noise levels when in the kennel area or when around animals
- Exposure to marked changes in temperature.
Sensory Requirements:

Required

- Can hear normal tones
- Eyesight - Normal/corrected to 20/40
- Eyesight - Close eye work
- Eyesight - Color recognition

Important

- Can hear soft tones

Not Applicable

- Can distinguish tastes
- Can distinguish smells
- Can distinguish temperatures by touch/proximity

Mental Requirements:

Required

- Ability to read, speak and write English
- Ability to control emotions
- Ability to cultivate and project a positive attitude in the work setting, and when representing Animal Friends Alliance in public
- Ability to handle stress

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

To Apply:

Submit application online here.