



## JOB DESCRIPTION

**Job Title:** Donor Relations Manager

**FLSA Status:** Exempt

**Reports To:** Assistant Director

**Date:** April 2019

The Children's Diabetes Foundation was established by Barbara and Marvin Davis in 1977 in Denver as a non-profit organization dedicated solely to the support of research in diabetes and to provide the best possible clinical and educational programs for people with the disease. The Foundation's mission is to raise funds to support the Barbara Davis Center for Diabetes, where thousands of patients of all ages from all over the world receive the finest diabetes care available.

## JOB OVERVIEW

This position will focus on organizational development by serving our donors and potential donors as the liaison and assistant to the Executive Director. This role will process donations, manage receipting and thanking of donors, making appointments with donors and community leaders, and plan and manage donor events. The mastery and management of the donor database is vital to facilitate these efforts by keeping accurate records and creating relevant reports for the Executive Director.

## WORK EXPECTATIONS

- Full-time salary exempt
- Work hours: 40 hrs/week
- Pay period is monthly
- Attend all-staff meetings and annual staff retreat
- Participate on the planning committee for major events
- Consistently display the personal qualities of integrity with a commitment to and passion for the Children's Diabetes Foundation's mission

## RESPONSIBILITIES

### DONOR DEVELOPMENT:

#### **Database management:**

- Professional database training
- Keep database clean and all contacts up to date. Manage database entry processes and procedures including monthly clean-up procedures.

- Database entry of new donors and prospects recording all key point of all communications with donors
- Enter Guild membership, gift and acknowledgement data
- Enter post event purchases, donations,etc from all events
- Process and mail Thank You Receipts for all donations (mail, Stripe, Paypal, or other) via Raiser's Edge
- Create and run segmented lists for various mailings
- Produce and analyze reports from database
- Track event engagement in database
- Work with accountant to reconcile Raiser's Edge to Quickbooks

#### DONOR LIASON:

- Establish healthy relationships with both donors and potential donors, helping them understand our mission and work to increase their financial, volunteer, and prayer support
- Set and manage appointments with donors for the Executive Director
- Oversee cultivation, solicitation schedule, prospecting and research using constituent database for benchmarking and reporting. Assist Executive Director with in person visits.
- Manage a prospect portfolio with annual goals for personal visits and giving outcomes.
- Manage and oversee Colorado Gives Day emails, donations, and other campaign duties.

#### FUNDRAISING:

##### **Events:**

- Create, plan, and manage various fundraising events from small home gatherings to larger major donor gatherings
- Participate in the planning of the fundraising events and community awareness events
- Execution and follow up of sponsor benefits for all events from the direction of Senior Events Manager and Guild Program Manager

##### **Other:**

- Gather and catalogue patient stories to be used in fundraising materials and thank you letters
- Gather information for board reporting on development
- Facilitate Direct Mail campaigns including content, lists and reporting
- Update Colorado Gives Day and Kids for Colorado Gives websites with CDF information
- Other duties as assigned by Assistant Director

## QUALIFICATIONS

### Education and Experience:

- Bachelor's degree (B.A.) from four-year college or university and three to five years related working experience, or equivalent combination of education and experience

### Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

### Other Knowledge, Skills or Ability:

- Computer literate and technologically proficient in standard word processing, spreadsheet and database software applications
  - Proficient knowledge of Raiser's Edge or other similar database systems
- Proficiency in Microsoft Office Suite (Excel, Word, Publisher, PowerPoint)
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Fundraising support experience preferred

**Position Type:** The Donor Relations Manager is a full-time, exempt position requiring eight hours a day, five days a week. Occasional evening and weekend work, along with travel may be required.

**Additional Qualifications:** A current government issued driver's license. Applicant must pass a pre-employment criminal background check.

**To apply:** Please send an email to [hr@childrensdiabetesfoundation.org](mailto:hr@childrensdiabetesfoundation.org) with the subject line "Donor Relations Manager" that includes a cover letter, resume and salary requirements.

A generous benefit package includes medical, dental insurance along with paid vacation and sick time, paid holidays, 403B retirement plan, and STD & LTD.

Children's Diabetes Foundation is an equal opportunity employer. CDF does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

To learn more about Children's Diabetes Foundation, visit [www.childrensdiabetesfoundation.org](http://www.childrensdiabetesfoundation.org)