Donor Relations Specialist

The Donor Relations Specialist (DRS) is a full-time, exempt position of the Denver Rescue Mission (DRM), which must hold to the doctrine and Constitution/By-Laws of the Denver Rescue Mission. The DRS must be willing to sign the Denver Rescue Mission Statement of Faith.

The DRS reports directly to the Donor Relations Manager and, working in coordination with his/her Donor Relations colleagues, is primarily responsible for stewarding individual and corporate donors who have been identified as potential mid and major gift-level donors, and for taking initial steps to engage them more personally in the work we do at DRM. The DRS also serves as a member of the Relational Giving team within the Development department.

Who are we?
Denver Rescue Mission serves people experiencing homelessness and poverty through emergency services, rehabilitation, transitional programs, permanent housing assistance and community outreach. Since 1882, we’ve been changing lives in the name of Christ by meeting people at their physical and spiritual points of need, with the goal of returning them to society as productive, self-sufficient citizens.

Every position at the Denver Rescue Mission is an opportunity for ministry and is vital for the fulfillment of our mission. As a faith-based, charitable non-profit organization, we are committed to providing emergency services as well as rehabilitative and transitional programs to individuals and families experiencing poverty and homelessness in our community.

Life at Denver Rescue Mission
Here at the Denver Rescue Mission we treat our employees like family. We often refer to each other as the DRM Family. People who work at the Mission appreciate the opportunity to share the love of Jesus Christ with other employees, guests and program participants. We have a weekly prayer list, fellowship events and many other opportunities to share our faith.

Your Role-Donor Relations Specialist
- Donor Stewardship, Engagement and Qualification – including prospect research, event planning, written communications with donors
- Oversee Pathways of Hope Monthly Giving Program that generates $1.3 million gross revenue – including cultivation and relationship building, working with outside vendors to generate mass communication, donation processing
- Monitoring, Reporting and Database – including monitoring donor giving levels, accuracy of information in Salesforce, tracking donation trends
- All other duties as assigned by Donor Relations Manager
To Achieve Success at Denver Rescue Mission

- Bachelor’s degree required; emphasis in communications, business or nonprofit management preferred.
- 1 year of successful development/marketing experience (or related field) preferred.
- Superior business writing skills, particularly for fundraising or proposal writing.
- Proficient in MS Office Suite: Word, Excel, Outlook.
- Familiarity with databases, Salesforce experience a plus.
- Must exercise excellent independent judgment and initiative and work well under pressure.
- Strong organizational, analytical, interpersonal, and oral communication skills (both in person and via phone) required.
- Strong commitment to the Christian faith and the objectives of Denver Rescue Mission.

Why Work for Us?

- Recognized as one of the best Christian workplace organizations
- Comprehensive health, dental and vision benefits
- Generous vacation, sick time and holiday pay
- Tuition reimbursement and child adoption benefits available
- Employer paid term life Insurance and long-term disability
- Health savings account and flexible spending account
- 401 (k) with 5% company match

*This is an abbreviated Job Description. Detailed Job Description will be shared with those selected for interview.

TO APPLY: Apply online here.