

Job Description

POSITION TITLE: Donor Relations Specialist

CLASSIFICATION: Specialist

POSITION SUMMARY: The Donor Relations Specialist is responsible for cultivating gifts from new and existing donors through personal contact and small events. The Donor Relations Specialist must possess strong people skills, be able to work independently - with minimal supervision, exercise sound judgment in completing tasks of the position and enjoy a varied work schedule and job tasks. Experience in Development is a plus.

POSITION QUALIFICATIONS –

- Excellent computer skills in Microsoft Office
- Demonstrated ability to express and transmit ideas in a clear and organized manner, both orally and in writing
- Ability to work effectively as a team player within and outside the agency.
- Current driver's license, automobile insurance and access to an automobile.

TECHNICAL COMPETENCIES –

The Donor Relations Specialist will...

Fundraising:

- Cultivate major gifts from new and existing donors to meet development goals and support agency operations and activities.
- Establish improved donor relations through increased personal contact.
- Create opportunities for social interaction among smaller groups of key donors, including planning and successfully implementing these events.
- Engage new donors by representing the agency at local outreach events and organize agency staff and materials for the event.
- Participate in public speaking events to introduce new donors to CYFS and raise awareness of agency services and/or organize agency staff to participate.
- Coordinate volunteer efforts to assist with agency activities and generate interest and engagement in CYFS.

Evaluation:

- Conduct research to inform donor relations and donor approaches.
- Work closely with Advancement Assistant to keep donor database up-to-date and accurate with regard to donor profiles.

Supervision

- Meet regularly with supervisor to coordinate development efforts and keep supervisor informed about progress on initiatives to most effectively meet development program needs.

CORE COMPETENCIES -

All CYFS Employees will...

Communication

- Maintain appropriate lines of communication within the agency.
- Develop and maintain working relationships with other community agencies in related fields.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and current programs.
- Know and understand the agency's philosophy, mission and programs.

Integrity

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Be respectful in verbal and written communication to and about clients and colleagues.

Planning/ Work Performance/Supervision/Enhancing Agency

- Set appropriate priorities and plan work systematically.
- Demonstrate problem solving, learn/use equipment/technology and use resources in a responsible manner.
- Report routinely to supervisor and utilizes supervision to provide quality services.
- Adhere to the guidelines of the agency set forth in the Agency Manual (aka "Personnel Policies").
- Attend and participate in scheduled training seminars and on-going general agency staff and program team meetings.
- Perform basic administrative tasks, including reports and statistical summaries, and other duties, not listed here, deemed necessary for the well-being of the agency.

I have received and have had the opportunity to discuss the job description (above), copies of the performance evaluation form and an organizational chart for CYFS.

Printed Name

Signature

Date