Donor Relations Officer

Reports to: Director of Development

Summary of Responsibilities:

The Donor Relations Manager is a full-time position that reports directly to the Director of Development. The Donor Relations Manager is responsible for developing and implementing engagement and fundraising strategies to enhance and grow relationships with current and prospective donors.

Responsibilities

- Design, document, and implement a systematic and integrated donor relations program.
- Will identify and qualify a caseload of major donors.
- Will create a plan for each donor or donor group that will serve as a foundational donor communication plan.
- Will faithfully and timely execute that plan so individual donors are acquired, retained, and upgraded.
- Will coordinate donor cultivation and recognition events.
- Will work with program and marketing departments to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with persons on the caseload to obtain gifts.
- Will create reports as required by management that accurately reflect caseload activity and performance.
- Will perform other development activities as may be required.

Requirements:

- Knowledge and familiarity with the Fort Worth philanthropic community
- Bachelor’s degree (or equivalent) with a minimum of two years of nonprofit donor relations experience
- Donor database experience
- Proficient in Microsoft Office, including Word, Excel and PowerPoint
- Excellent verbal, written and digital communication skills

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