



Donor Relations Manager Job Description

Abundance of Hope Center is a grassroots Non-Profit dedicated to empowering the lives of our community's most At Risk Youth.

We are a small passionate team and are needing to add to our executive staff!

The ideal candidate for this position shares our passion for bettering our communities. Ability to work with a non-profit that is in its grassroots stage. Candidate has the ability to relate well and work effectively with multiple constituencies and audiences. Excellent organizational, verbal and written skills. Knowledge of office systems and fundraising database systems (e.g., Raiser's Edge, Salesforce.com). A team player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation.

As Donor Relations Manager your responsibilities include Collaborating with other members of executive staff on planning and coordinating all aspects of fund development, create solicitation strategies matching the organization's mission and interests of prospective donors, develops and executes ongoing strategy for qualifying donors to ensure retention, growth of annual donor contributions, creates and manages a portfolio of donors with intent of retention and strengthening donor relationships, responsible for meeting annual fundraising goals. Develop aggregate donor management plans resulting in primarily phone interaction along with email and handwritten donor solicitations. May work with community Board members and other leadership volunteers to identify, cultivate, solicit and steward appropriate donors. Updates donor records as needed. Develops ongoing relationships with major donors for the benefits of Abundance of Hope. Oversee volunteers on fundraising activities. Grant writing.

Requirements: Bachelor's degree or equivalent experience required. At least 2 years of prior experience and fundraising experience.

Compensation: Commission at 10% Send Cover Letter and Resume to info@aofhcenter.org