

COULD THIS BE YOU?

DONOR RELATIONS MANAGER

JOY JUNCTION, INC.

Position Title: Donor Relations Manager

Location: Joy Junction Corporate Office, Albuquerque, NM

Status: Salary; Full-Time; Non-Exempt

Schedule: M-F; 8 AM – 4:30 PM; 40 hr week; occasional OT and/or schedule changes, mostly for special events or donor visits.

Starting Rate: Salary commensurate with experience.

Supervised by: Chief Financial Officer; Chief Development Officer; Assistant Financial Officer

Primary Responsibilities:

- Donor Development/Fundraising
 - With CDO, spearhead ground up major gift program.
 - Identify prospective major donors and determine capacity for making a major gift.
 - Develop and execute strategies for cultivating donor relationships and soliciting gifts.
 - Cultivate/manage a portfolio of approx. 125-150 prospective and current major donors.
 - Maintain a working knowledge of fundraising best practices; attend seminars and conferences annually for personal development.
 - Operate within Development Department budget.
 - Maintain records of all contact, development activities, donor cultivation efforts and demographic information; follow established system policies and procedures.
 - Assist in grant writing and evaluation.
 - Oversee planned giving, capital campaigns and legacy programs.
 - Adhere to the highest ethical standards of stewardship and fundraising.
 - Conduct donor seminars and other events designed to educate and inform donors.
 - Help strategize donor appeals and campaigns.
 - Attend public events as required.

- Office Duties (Team environment)
 - Answer phones and welcome (or receive) visitors as part of a team.
 - Other office tasks as needed

- Other (Team environment)
 - Other tasks as needed

Preferred Qualifications:

- Education and Experience:
 - Minimum of two years management-level and hands-on, full-time, paid fundraising (development) experience with a charity that has income of over \$3,000,000.00.
 - Prefer Bachelor's or Master's degree in business or marketing, or equivalent experience.
 - Prefer CFRE certified or close to certification.
 - Non-profit service and knowledge an asset.
 - Bible training or knowledge an asset.
 - Prefer a committed believer who regularly attends a Bible-believing Christian church.
 - Should have a working knowledge of Microsoft Office Professional 2010 (or higher); additional office skills training an asset.
 - Must be able to interface effectively with Joy Junction's systems and processes.
 - Broad knowledge of tax laws that impact charitable giving, personal assets and estate planning.

- Knowledge, Skills and Abilities:
 - Must be a highly energetic professional with a successful track record in donor relations, major gifts, planned giving, or similar profession.
 - Must be a self-starter with the ability to work independently as well as with teams and other agencies.
 - Must be a strong relationship builder; able to maintain collaborative spirit with colleagues.
 - Must be able to calmly assist donors and other callers or visitors who can be challenging.
 - Must readily submit to authority and be able to work patiently in an environment which can be challenging.
 - Must be able to handle emergency situations and pressure due to complexity and time sensitivity.
 - Must have a thorough working knowledge of planned giving, capital campaigns and legacy programs.
 - Must be able and willing to network and work cooperatively with community agencies.
 - Should have strong experience interacting with the local philanthropic community on a variety of levels.
 - Should have strong spelling, grammar and persuasive writing skills.
 - Should have strong analytic skills.
 - Should be able to quickly learn new software (when necessary).
 - Should be able to assume and fulfill day to day management of donor development and relationships.
 - Should have adequate knowledge of issues concerning mental health, addictions, and homelessness. Knowledge of multicultural issues and social services is a strong plus.

To be considered, applicants must submit a detailed resume and cover letter to corporate@joyjunction.org or to:

Joy Junction, Inc., P.O. Box 27693, Albuquerque, NM 87125-7693.

PLEASE...NO PHONE INQUIRIES!