



## **Donor Relations Manager Job Description**

### **Work Hours & Location:** Hourly - Part-Time

~20 hours per week, one day per week in office during a time that aligns with organization needs. Flexible work from home options for other work hours. This position travels within Johnson County for donor engagement activities.

**Pay:** Hourly, commensurate to sales/fundraising/donor development experience

### **Position Summary:**

The Donor Relations Manager and grant support position is part of the leadership team supporting the financial health of the organization. A dynamic, creative, and organized fundraising leader, you will help a mission-driven nonprofit thrive and grow. This position will play a critical role in the fundraising and donor stewardship for Table to Table.

The Donor Relations Manager will be responsible for managing and cultivating relationships with current and prospective donors in the areas of major gifts and corporate sponsorships with the goal of increasing fundraising revenue and donor engagement and retention. Tactics include implementing an expanded program for donor engagement, cultivation, recognition, and stewardship through supporting increased personalized communication with past, current and prospective donors, from both household and business sectors through personal visits and communications.

Their role in grant researching and writing coincides with corporate donor development and will play a crucial role in identifying new funding opportunities and crafting compelling grant proposals to secure financial support for our organization's programs and initiatives. This position requires a proactive individual with excellent research, writing, and organizational skills who can effectively communicate our mission and goals to potential funders.

### **Supervision Given By:**

The Donor Relations Manager supervised directly by the Executive Director. Supervision is given in the form of informal communications and an annual performance review.

### **Qualifications and Competencies:**

- A passion for Table to Table's mission to bridge the gap between abundance and hunger to increase food equity and reduce environmental harm by collecting and redistributing surplus food through partners to people who can use it..
- Five years of fundraising, sales, marketing or communications experience with knowledge of fundraising principles and best practices preferred.
- Previous experience with nonprofits, fundraising, development and special events is preferred.
- Previous or current membership to a professional fundraising or sales association a plus
- Experience in grant research and proposal writing, preferably in a nonprofit setting.
- Strong communications and interpersonal skills.

- Exceptional project management, organizational and time management skills, with an ability to prioritize and manage multiple projects simultaneously, seeing projects to completion on deadline.
- Must be able to write clear, high-level, accurate and compelling copy for solicitation material, communications with donors, etc.
- Creativity as well as analytical ability to maximize program outcomes and track for strategic and process improvements.
- Excellent public speaking and presentation skills for the purpose of promoting Table to Table's mission. Ability to connect with others and forge strong relationships.
- High ethical standards, discretion, and confidentiality in working with donor information.
- Familiarity with the Johnson County business and nonprofit community preferred.
- Ability to work well within a diverse team and across departments.

#### **Licenses, Certifications or Similar Qualifications:**

- Over 21 with a valid driver's license for a minimum of 4 years and good driving record or solid public transportation access to get to donor meetings and engagement events.

#### **Position Goals and Metrics**

The role of the position has these four primary objectives:

- Increase income from household donors and secure sponsorships/business support.
- Develop and implement a donor relations plan to increase donor retention and identify next steps in moves management
- Complete and submit corporate partner grant applications by deadlines. Track, document, and complete deliverables including reporting as needed.
- Manage ongoing donor cultivation strategies

Revenue goals for the position align with the strategic plan and will be revised annually to align with the capacity and cost of the position.

#### **Essential Functions:**

Determine highest priorities of responsibilities as time allows based on the strategic plan to have the greatest monetary impact on the organization.

#### Facilitate Funding Development Strategic Plan Implementation

- Use Strategic Plan metrics and annual revenue goals to develop overall donor relations plan
- Align Donor Relations priorities with greater organizational goals, strategy, and mission.

#### Donor Development & Moves Management

- Develop and maintain a database of prospective funders.
- Through segmentation and donor recognition establish and manage a moves management plan
- Increase touch points with donors and support/advise the Communications and Development Coordinator in increasing the number of targeted fundraising asks per year
- Research and recommend new and additional stewardship programs to convey the impact of donors' gifts
- Involve the Executive Director, Board Members and others as appropriate when meeting with potential or existing donors
- Work with Communications and Development Coordinator to develop corporate hosted fundraising events
- Ensure tracking of donor relations activities in Salesforce and maintain accurate records for high priority cultivation prospects.

- Create and implement a program for major gift solicitation
- Develop program and implement for donor advised and qualified charitable distribution fund solicitation and engagement

#### Corporate Funder, Grant, and Sponsorship Development

- Complete contact reports to document visits with donors/sponsors and make action plan for follow up
- Strengthen current relationships with corporate donors and create new corporate funding partnerships
- Identify and strengthen sponsor relationships and determine opportunities for growth
- Identify new donor prospects, solicit donations with meetings with donors or sponsors
- Develop granting relationships with corporate foundation prospects by drafting, editing, and submitting high-quality grant proposals, letters of intent, and funding applications tailored to funders' priorities.
- Collaborate with program managers and leadership to gather necessary information for grant and other funding partnership proposals.
- Write compelling narratives that align with the organization's mission and the specific requirements of each funder.
- Communicate regularly with funders to provide updates, reports, and ensure compliance with funding agreements.

Please note this job description is not designed to cover or contain a comprehensive listing of activities. Table to Table is a collaborative and resilient organization that relies on teamwork and flexibility to meet the changing needs of the organization.