

## **Donor Relations Manager**

### **Overview**

The Donor Relations Manager coordinates the fundraising efforts of the Pennsylvania Chapter of Children's Advocacy Centers and Multidisciplinary Teams (PennCAC). The Donor Relations Manager is responsible for developing and implementing long- and short-term fundraising strategies at the state level and for maintaining a donor database.

### **Responsibilities**

- Develop long- and short-term fundraising strategies with input from the PennCAC board.
- Create and curate materials for annual fundraising campaigns, including solicitation and "thank you" messages.
- Secure funding beyond annual fundraising efforts, including grants, sponsorships, events and more.
- Research, contact and foster relationships with potential corporate donors, with a focus on companies whose Corporate Social Responsibility (CSR) or workplace giving objectives align with PennCAC's mission.
- Research grant opportunities and write grant applications.
- Maintain relationships with donors and keep an up-to-date donor database.
- Prepare and present donation data at (monthly/annual/etc.) meetings.
- Maintain an understanding of PennCAC's organizational structure, mission, vision and functions.
- Work collaboratively with others at PennCAC to meet annual donor and donation goals.
- Attend meetings and events as required.
- Assist local centers and affiliates with fundraising as needed.

### **Skills**

- Grant writing experience
- Excellent written and verbal communication skills
- Database management
- Thorough record-keeping and good organization
- Knowledge of social media as used in fundraising settings
- Ability to work both independently and collaboratively

### **Qualifications**

- Five or more years of experience in nonprofit fundraising
- Bachelor's degree preferred
- Database management experience

