

Central Vermont Humane Society

Position Description: Donor Relations Manager

Responsible for management of annual fundraising from supporters of the organization. Accountable for the identification, cultivation, solicitation and stewardship of donors primarily through personal contact. The position will work closely with the Executive Director (ED) and members of the Fundraising Committee to maintain and grow contributions in order to meet fundraising goals.

Position Duties

- Develops, implements, and maintains a relationship-based giving program that includes strategic donor cultivation plans
- Identifies, cultivates, and solicits major gifts in partnership with ED and Board of Directors
- In collaboration with the ED, sets the annual fundraising budget
- Establishes realistic project plans, timelines, milestones and success indicators for donor cultivation activities. Prepares monthly reports and/or other data as requested by the ED
- Creates direct mail solicitation content and scheduling
- Expands planned giving programs
- Ensure gifts and donors are acknowledged appropriately

Position Details and Conditions

- Position is non-exempt, part-time 20 hours a week
- Flextime and remote work from home (VT) possible
- Valid driver's license required
- Reports to Executive Director
- Please review the checklist for physical activities and requirements, visual acuity, and working conditions for this position, available during interview process

Position Qualifications, Skills & Abilities:

- Bachelor's degree or equivalent work experience
- Minimum of three years' experience managing and directing a comprehensive giving program with an emphasis on donor cultivation
- Proven track record in soliciting and securing major gifts.
- Charismatic and inspirational individual with an ability to build long-lasting relationships; a "natural connector"
- Strong proficiency with Microsoft Office programs
- Experience with donor management software and donor data analysis
- Working knowledge of social media tools
- Ability to work both independently and in collaboration with staff and volunteers
- Excellent oral and written communication skills
- Well organized and results-oriented
- Enthusiasm for the mission of CVHS
- Ability to work a flexible schedule as job demands; some weekends and evenings required

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

