

JOB DESCRIPTION: DONOR RELATIONS MANAGER

Department:	Development
Reports To:	Director of Major Gifts for Southwest Florida
Recruited By:	President of the Board for Guardian Angels of SW Florida
Approved By:	Vice President of Development
Organizational Unit:	Headquarters
Status:	Part-Time
Classification:	Non-Exempt

JOB SUMMARY

As guided by the Director of Major Gifts for Southwest Florida and the President of the Guardian Angels of SW Florida, provide direct part-time support services to Guardian Angels of SW Florida in accordance with the goals, objectives and strategic plans of Guardian Angels, FBCH and One More Child.

ESSENTIAL DUTIES AND FUNCTIONS

- Coordinate fundraising and private foundation proposal activity between Guardian Angels, FBCH and One More Child development staff.
- Assist with fundraising and event planning.
- Assist with donors/prospect identification, cultivation, and stewardship.
- Attend Guardian Angels board meetings. Take, maintain and distribute minutes if so directed by the Guardian Angels board.
- Assist with the implementation of communication strategies, including writing and coordination of newsletters, email blasts, acknowledgement letters, appeal mailings, presentations, photos, videos, brochures, etc.
- Occasionally represent Guardian Angels through speaking engagements or other opportunities as directed.
- Maintain strict confidentiality with sensitive and confidential information related to Guardian Angels, FBCH, One More Child, donors, children in care, etc.
- Update and maintain the Guardian Angels website and Facebook page.
- Prepare and process correspondence, including thank you notes. Maintain calendars, order supplies and perform other general office work as directed.
- Participate actively to ensure compliance in assigned areas of responsibility.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's Degree required; Bachelor's degree desired
- 2 years of administrative experience preferred
- Working knowledge of Microsoft Office, including Word, Excel and Outlook
- Working knowledge of social media tools and basic principles of web design
- Average typing speed of at least 50 WPM

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Presents him or herself on and off the job in a manner in keeping with the core values and guiding principles of Guardian Angels, FBCH and One More Child.
- Ability to maintain confidential information.
- Ability to multi-task.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.
- General knowledge of standard office practices and office equipment.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment. Minimal travel is expected.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____