



**Title:** Donor Relations Manager

**Reports To:** Director of Development

**Location:** Farmington Hills

**PURPOSE:**

The Donor Relations Manager will manage the donor database and donor relations for Children's Leukemia Foundation of Michigan (CLF), a statewide, 65-year-old nonprofit organization supporting children and adults affected by leukemia, lymphoma and other blood related disorders. The position is part-time (25 hours per week) with potential to grow to full-time. Successful candidate for this position will be innovative, highly organized and very detail oriented.

**RESPONSIBILITIES:**

- Database Management
  - Maintain a working knowledge of all Raiser's Edge, Eventbrite, First Giving applications
  - Process and record all gifts made to the organization in a timely manner, including those made by check, cash, credit card, and in-kind donations
  - Update constituent records as needed
  - Run reports, queries, thank you letters and mailing lists as needed
  - Prepare and send invoices as they relate to development, act as point person for inquiries into outstanding payments
  - Enter tribute gifts utilizing Raiser's Edge tribute module, mail tribute notification cards to family members
  - Reconcile Raiser's Edge and QuickBooks on weekly basis with Controller
  - Lead cross-training with other employees as needed
- Donor Relations
  - Develop, launch, and manage donor engagement plan and process for organization
  - Develop, launch, and manage donor retention and upgrade program for current mid-level donors (<\$1,000/year), including making calls, sending emails, scheduling and attending donor meetings
  - Spearhead initiatives to reengage lapsed donors and explore ways to grow monthly giving, online giving, crowd funding, individual giving societies
  - Support Director of Development and President with major donor communications and stewardship, assist with major donor research reports and preparation of materials for donor meetings as requested
  - Assist Director of Development in social media/e-marketing strategy and execution, including Facebook and Instagram, website maintenance, creating e-news/e-campaigns (MailChimp), social content calendar
  - Support additional Development Team members with donor relations tasks as needed

## **GENERAL RESPONSIBILITIES:**

**Supporting functions expected of all CLF employees that increase or enhance cooperation within, and the overall effectiveness of, the staff and agency:**

- Meet basic CLF behavior standards, including professionalism, appropriate dress, relationship building, use of work time and cooperative teamwork
- Maintain a consistent and punctual work schedule and keep the office informed regarding your work day schedule and availability for colleagues and others needing to connect with you by posting in-office, offsite meetings and PTO on CLF calendar on Outlook
- Follow all PTO procedures for requested time off, with submission of request at least two weeks in advance. PTO approval is dependent upon office coverage and event scheduling. See the employee handbook for details
- Log and submit time sheets, expense and mileage reports and other appropriate forms/reports for approval in accordance with the agency's reporting and accounting requirements
- Participate or otherwise support staff wide functions, projects or initiatives such as staff meetings, team building, planning, recognition, celebrations, etc
- Set an example for staff and volunteer colleagues that reflects positively on CLF's brand, values, principles, culture and goals
- Prepare and present periodic updates and/or written reports at prescheduled staff and departmental meetings covering your areas of responsibility
- Participate in the annual budget planning for your areas of responsibility and meet or exceed approved budget goals and control of expenses
- Provide year-to-date analysis of budget and expenses as applicable for your areas of responsibility as requested by your supervisor or the President
- Support other departments as requested/needed including evening and weekend work as required
- Travel within the state of Michigan as requested
- Other tasks as assigned by Director of Development

## **REQUIREMENTS:**

- Two – four years of experience in nonprofit development/fundraising
- Proficient in Raiser's Edge and Microsoft Office Suite
- Experience with Event Brite, First Giving, Mail Chimp preferred
- Knowledgeable in donor retention strategies and practices a donor-centric approach
- Must be self-starting and self-directed, organized, have the ability to work independently and within a team
- Demonstrated ability to thrive in a metrics driven, donor centric environment
- Ability to manage multiple tasks and projects at once in a fast paced work environment
- Passion for supporting and growing the CLF mission
- Bachelor's Degree or equivalent work experience

## **TO APPLY:**

Send resume and cover letter as one attachment in PDF format to [careers@leukemiamichigan.org](mailto:careers@leukemiamichigan.org). Please indicate job title followed by your name in the subject line. For example: "Donor Relations Manager – Mary Smith". No calls please. For more information, please visit [www.leukemiamichigan.org](http://www.leukemiamichigan.org).