



Donor Relations Manager

Position Title: Donor Relations Manager (*Mid Major Gift Officer*) **Office:** Care Net HQ (Lansdowne, VA)
Reports To: Vice President of Donor Relations **Exempt/Non-Exempt:** Exempt
Direct Reports: N/A **Date Revised:** December, 2022

Position Focus

Reporting to the Vice President of Donor Relations, the Donor Relations Manager (*aka Mid Major Gift Officer*) will be a key member of Care Net's Major Donor and Foundations team. The focus of this position is to cultivate relationships with a portfolio of Care Net's mid-level donors with the goal of increasing the donor's annual investment to the Major Donor level.

Core Responsibilities

- Cultivates relationships with a portfolio of 350 – 500 mid-level donors (*give \$2,500 - \$3,999 annually*) by providing updates on Care Net and the impact of their giving, praying for, and asking donors to deepen their financial partnership with Care Net.
- Primarily cultivates relationships via phone, email, text, and mail communication, with occasional face-to-face visits with local donors.
- Seeks to understand the donor's inclination (*why they give to Care Net*) and capacity (*what they are capable of giving*) via research and relationship cultivation, and effectively communicates the mission, vision, value proposition, and strategic initiatives in a way that connects with the donor.
- Annually determines the giving goal for every assigned donor with an eye toward the core objective of advancing to the major donor level (\$4,000+)
- Adds a personal note to every donor receipt and may include additional information with the receipt depending on the situation (welcome kit, interesting article, etc.)
- Responds to incoming donor emails and calls in a timely manner.
- Ministers to donors by asking for prayer requests, praying with them, and submitting their prayer requests to be translated into a prayer card to mail and prayed over during daily staff devotions.
- Works with Major Donor & Foundation Team to execute mass mailings, including penning handwritten notes (*ex. calendar and fiscal year-end appeals, holiday cards, etc.*)
- Follow up with donors on returned mail and credit card expirations (monthly donors) to obtain updated information.
- Updates the database in a timely manner with new/updated information about donors.
- Monitors and maintains a list of assigned donors who should move up to Major Donor status at FYE or back to the general mail stream.
- Meets with the Vice President of Donor Relations bi-weekly for accountability and to discuss strategy and moves.
- Conducts oneself in a professional, friendly and truthful manner to donors.
- Attends Care Net's National Conference and other events and training as required.
- Other duties as assigned

Requirements:

- Committed Christian who demonstrates a personal relationship with Jesus as Savior and Lord.
- Strong commitment to evangelism, the pro-life position, and the sanctity of the family.
- Agrees with and upholds Care Net's Statement of Faith, Mission/Vision and Core Values.
- Between one and three years of direct solicitation (fundraising) experience preferred (*or business development, sales experience*).
- Ability to communicate at an advanced level, oral and written
- Possesses strong phone skills, for example: warm tone, good speaking cadence, clear and articulate speech, and enjoys communicating via phone.
- Demonstrated proficiency in building relationships
- Strong organizational, program, written and oral skills, and has experience in managing and tracking multiple prospects and donors
- Computer literate in Microsoft Office applications, Google applications, and experience working with CRM applications.
- Ability to work with various Christian denominations, backgrounds, and traditions.
- Ability to travel periodically for donor visits, National Conference, and training events.
- Bachelor's degree from an accredited four-year college or university.
- Participate in a sometimes fast-paced, always teamwork driven environment
- Exhibit effective interpersonal skills that demonstrates tact, patience, and courtesy
- Experience working in a donor database (ex. Raiser's Edge, Virtuous, Salesforce, etc)
- Manage time and task completion effectively
- Exhibits a self-starter attitude and handles tasks independently
- Possesses a curious mind; desire to learn more about people

To apply for this position, send a cover letter, resume, and a paragraph describing your Christian faith to Tom Patras, Vice President of Donor Relations, at tpatras@care-net.org. No phone calls please.