



**Donor Relations Manager
Mid-Level Giving
Position Description**

Hours:	Full-Time (40 hours per week), including some evenings and weekends
Job Classification:	Salary Exempt Position
Reports to:	Sr. Director of Community Engagement
Work Location:	Duvall, WA
Wage:	\$60,000-\$70,000 annually
Benefits:	Comprehensive benefits package: Medical, dental, vision, FSA, HSA, term life, AD&D insurance, 403(b) plan, sick leave, 9 holidays, 4 personal days, 5 vacation days, employee assistance program

BACKGROUND:

Acres of Diamonds exists to help homeless women and their children discover the life they were created for. We believe that kids shouldn't be growing up on the streets, in cars, or couch surfing. We believe that when a Mom wants to make life change, she should have a safe place to do it. Acres of Diamonds is one of the few facilities in this area that serves women as well as children, and our services are in demand. Our outcomes are strong, and there is a need for more of the services we have to offer. Therefore, we are committed to increasing our capacity as well as adding new enhanced services over time.

POSITION SUMMARY:

The Mid-level Donor Relations Manager is a key member of the Development Team. The focus of this position is to serve a portfolio of mid-level donors by initiating, building and maintaining a dynamic, reciprocal relationship with donors and business owners who partner financially with Acres of Diamonds. Responsible for generating revenue through contributions and charitable giving. Learn and utilize AOD's relational approach to fundraising through team collaboration and ongoing training. This is a key position to increase revenue and is essential in reaching our goal of breaking the cycle of generational trauma one family at a time.

DUTIES & RESPONSIBILITIES:

- Cultivate donor relationships by updating, appreciating, and asking mid-level donors to deepen their partnership with AOD, resulting in increased revenue.
- Cultivate relationships with key members of community that can support and further the mission and vision of Acres.
- Steward a portfolio of 500+ mid-level donors through phone, email, and mail communication.
- Research, identify, qualify and hand off high-capacity mid-level donors for major giving program.
- Update the database with call notes and new information about donors.
- Learn about AOD programs and projects, and effectively communicate the mission to donors.
- Meet weekly for accountability and to discuss strategy, mid-level donor portfolio and donor engagement.
- Conduct oneself in a professional, friendly, and truthful manner to donors.



REQUIRED QUALIFICATIONS

- Personal relationship with Jesus Christ and active in a Christian church.
- Bachelor's degree or equivalent experience. A combination of education and 3 years of experience may be substituted for a degree.
- 1-2 years of fundraising/development or sales experience.
- Exceptional communication skills - ability to communicate effectively both orally and in writing with staff, potential and current funders, and community members.
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds.
- Display willingness and desire to contribute to the growth and success of an organization, with the ultimate goal of bringing glory to God.
- Understanding of fundraising/donor database management and reporting.
- Computer skills: Proficient in Word, Excel and Outlook.
- Able to work well with others in a collaborative and respectful manner, participating in a teamwork-driven environment.
- Ability to work occasional evenings and weekends.
- Strong ability to independently prioritize and organize workload and special projects to meet deadlines.
- Must have a valid Washington Driver's license and reliable, personal transportation and personal automobile liability insurance.
- Ability to lift up to 40 pounds on occasion.
- Must pass criminal Background check clearance through the Washington State Patrol.

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.

Send Resume and cover letter to hire@acresofdiamonds.org. We will respond to qualified candidates.