



Donor Relations Coordinator
(Full-Time, Exempt, Temporary October 2019 – January 2020)

MISSION:

We seek to put God's love in action by building homes, community and hope.

VALUES:

Perseverance, Honesty, Commitment, Sharing God's Love, Win-Win, Community, Family, Impact

POSITION SUMMARY

The Donor Relations Coordinator is responsible for coordinating special events and identifying, cultivating, soliciting and stewarding gifts from congregations, schools and individuals. This temporary position reports to the Director of Development, working within the development team to ensure that annual revenue goals are met.

From October – January, The Donor Relations Coordinator will secure corporate event sponsorships and manage all aspects of special event planning and related volunteer committees. (including Habi-hours, donor receptions, new fashion show event and others as assigned). The DRC recruits and engages committees, corporations, congregations, schools and community groups in supporting HFHNCC through sponsorship, special events, and individual giving.

The position requires outstanding communication skills – written and verbal, strong organizational skills, attention to detail, and the ability to begin, develop and maintain relationships with individuals and diverse groups.

This is an opportunity for a development professional with excellent presentation skills and a passion for the mission of HFHNCC to implement campaigns as well as design and conduct signature events and engagement opportunities. This position includes the opportunity to manage volunteers

JOB RESPONSIBILITIES/ KEY ROLES:

- Develop & implement all phases of HFHNCC Fundraising Events; (notably the fashion show and Breakfast) including recruitment of committees/ volunteers, soliciting corporate sponsorship, effective promotion and recognition of sponsors.
- Cultivate and steward donor relationships with corporations, congregations and schools, conducting a minimum of 5 donor visits monthly and initiating proposals to new prospective sponsors and community groups

- Develop and implement plan for faith based, UD Campus Chapter & Young Professionals and other donor engagement (including monthly giving, sponsorship, peer to peer campaigns and third-party events)
- Maintain data on donor relationships, (Donor Perfect) sharing information, identifying opportunities for gifts and scheduling and/or conducting follow-up.
- Attend assigned internal and external meetings, participating in departmental planning, goal setting and budgeting.
- Create assets to support events and donor engagement including, powerpoint presentations, appeals, sponsorship decks, agendas, reports, emails and social media posts as needed
- Represent HFHNCC at selected community presentations & events.
- Additional Duties as Assigned

REPORTS TO: Director of Development

OBJECTIVE

Expand HFHNCC's base of support by developing donor relationships with schools, faith-based groups, corporate sponsors and individuals. Recruit and manage volunteers to meet special event fundraising goals. Through special events and strategic outreach, increase donor engagement, and retention. Effectively recruit, engage and solicit individuals and groups, establishing strong event committees, affinity groups (HYPDEL, UD Campus Chapter) and new relationships with schools and congregations. Cultivate and steward relationships, identifying prospects for additional investment in the life changing work of HFHNCC.

QUALIFICATIONS

- 3-5 years of professional experience in development or equivalent education/ training
- Experience with design and implementation of special events, monthly giving programs, peer to peer campaigns, sponsorship decks and third-party events, preferred
- Motivated self-starter, able to work independently, achieving tasks and goals in a timely manner.
- Flexible team player with strong problem solving and negotiation skills
- Authentic customer service orientation; volunteer management skills an asset
- Strong writing skills and ability to craft content to support campaigns as needed
- Responsive, flexible professional able to work some evenings and weekends as needed
- Proficiency with Microsoft Office required. Proficiency with DonorPerfect, Constant Contact and social networking media desired.
- Valid driver's license and ability to travel as needed. Access to a car is required to fill some of the duties of this position.

EDUCATION:

- Bachelor's degree required.