



Donor Relations Manager

Job Description Form

Division/Department	Administration
Location	2010 Bridge SW, Alb., NM 87105
Reports to	Laura Fisher-Gallegos Title Development Director

Level/Grade	Type of position:	Hours <u>40</u> / week
8	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

SUMMARY

Under the direct supervision of the Director of Development, oversees donor stewardship and cultivates strong relationships with corporate donors to secure sponsorships for fundraising events. Actively assists with social media management to enhance outreach and engagement while identifying and fostering strategic partnerships to support the organization's financial and mission-driven goals.

RESPONSIBILITIES

- Assist in creating and executing an Annual Development Plan encompassing fundraising, marketing, public relations goals, and an operating budget.
- Develop and implement strategies to achieve and exceed annual fundraising goals, including revenue targets and donor retention rates.
- Cultivate meaningful relationships with donors through personalized recognition and engagement initiatives, ensuring they feel connected to the organization's mission.
- Identify, cultivate, and secure corporate and individual sponsorships to support fundraising events and campaigns.
- Design and implement a planned giving program to expand long-term funding opportunities.
- Design visually compelling assets such as flyers, brochures, social media graphics, and email templates to effectively communicate the organization's mission and engage diverse audiences.
- Support media outreach by preparing news releases, representing the organization at public events, and crafting communication materials that tell the agency's story to stakeholders and the community.
- Monitor and maintain the donor database to ensure accurate and up-to-date information on donor activities and contributions.
- Identify prospective donors and funding opportunities, proactively initiating sponsorships and partnerships.
- Coordinate and manage donor correspondence, including special announcements, newsletters, and updates.
- Provide comprehensive development reports that track progress toward fundraising goals and highlight key achievements.
- Assist in creating the Annual Impact Report and newsletters in collaboration with the Development Director.
- Coordinate agency tours and experiences for clients, donors, funding representatives, volunteers, and community partners to showcase the organization's mission and impact.
- Attends staff meetings
- Promote and demonstrate the mission, vision, and core values of Catholic Charities in interactions with staff, clients, and the general public.
- Respond thoughtfully and respectfully to cultural differences among the organization's service population.
- Uphold and adhere to the Catholic Charities USA (CCUSA) Code of Ethics.
- Participate in staff meetings and collaborate cross-functionally to support organizational goals.
- Perform additional tasks as assigned by the Director of Development.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit for long periods of time, use hands to handle, control, or feel objects, tools, or controls, understand the speech of another person, speak clearly, so listeners can understand. The employee is frequently required to walk or stand, reach with hands or arms, climb or balance, stoop or kneel. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK EXPERIENCE REQUIREMENTS			
<ul style="list-style-type: none"> - Demonstrated experience with donor relations and special event planning - Strong working knowledge of fund development and advancement strategies - Demonstrated excellence in project management and organizational skills - Foster collaborative working environments between donors, staff, community partners and volunteers - Financial acumen: basic financial management, bookkeeping, and accounting tasks to ensure that they are accurately tracking their fundraising progress. - Intermediate to advanced computer competency in MS Office and Windows - Valid NM Driver's License with clean record - Ability to communicate effectively and interact with people across cultures through positive behaviors, attitudes and policies - Ability to work flexibly under pressure in a fast-paced environment - Understand and demonstrate agency Confidentiality and HIPAA privacy practices - Able to coach & develop subordinates in a way that enables them to meet or exceed goals - Able to work independently - Work varied schedule including both day, evening and weekend as necessary - Strong confident public speaking skills - Understand and present organization's messages (internally and externally) - Works professionally & respectfully with subordinates, peers, volunteers and supervisors 			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> - Bachelor's degree in Communications, Public Relations, Marketing, Graphic Design, Digital Media, Non-Profit Administration or related field; OR a satisfactory equivalent combination of education and experience. - Bilingual in English/Spanish preferred. 			

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	