



## Position Details

**Job Title:** Donor Relations Associate

**Reports to:** Director of Philanthropy

**Status:** Full time, Non-exempt

**Pay Rate:** Based on qualifications

### Job Description:

The Donor Relations Associate works closely with the Director of Philanthropy and implements strategies for increasing donor relationships and gifts. This position spends time meeting with people, sharing the work of the mission, asking for specific donations, thanking donors, entering data into donor database and helps coordinate planned giving to meet short and long-term goals for the organization. The primary objective of the Donor Relations Associate is to develop long-term relationships built on a firm understanding of the donor's philanthropic interest, passions and values. The successful candidate will be responsible for soliciting gifts of \$500 and higher from donors, supporters, and friends of the organization.

### Who you are:

- Someone who brings excellence to everything you do.
- Detail-oriented with a knack for seeing the big picture.
- Able to handle sensitive information with integrity.
- Hungry for feedback and eager to improve the systems and processes that make the Development Team tick.
- A gifted communicator, in writing, on the phone, and in person.

### What you'll do (just the basics):

- Build rapport and collaborate with the Director of Philanthropy to capture data and achieve generosity goals and outcomes.
- Build rapport and friendships with supporters of the mission to encourage generosity.
- Call, email, write letters of support, thanks, and *we miss you*.
- Handle processing of revenue and data entry.

### Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- You're not afraid to meet someone new and then immediately ask them for a donation.
- You think it makes cents to use financial puns.

**What you'll do (the details):**

1. **Develop and manage relationships with current and prospective donors.** Develop and manage multiple prospective donors; research, identify, qualify, cultivate, solicit and steward donors (both private and business); develop strategic funding requests based on short, intermediate, and long-term goals of the organization; personally contact current and prospective donors maintain donor relations. Complete activity records, personal, donor and gift development activity reports, file and record for weekly review.
2. **Recordkeeping of Donor Development Activities.** Process incoming donations. Prepare personal, donor and gift development activity reports; community and church leaders; maintains call logs, arrange future appointments and presentations, and donor files in accordance with Mission Policies and Procedures.
3. **Represent the Fresno Mission at community events.** Participate in activities such service organizations, professional organizations and other community events/organizations to promote the Fresno Mission to the community.
4. **Perform Other Duties as Assigned.** May be required to perform other duties as assigned by the Chief Development Officer including meetings with other staff and departments.

**Requirements:**

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non- denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and prayer times. Because of the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintains a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

**Application Process:**

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to [HR@fresnomission.org](mailto:HR@fresnomission.org)

No phone calls.