



## Position Details

**Job Title:** Business Partnerships and Donor Relations Officer

**Reports to:** Senior Development Director

**Status:** Full time, Exempt

**Pay Rate:** Based on qualifications

### **Job Description:**

Business Partnerships and Donor Relations Officer will be responsible to develop, engage, and deepen relationships with business partners, mid-level to major donors, and prospective business partners, mid-level to major donors. Emphasis is placed upon personal contact with business partners and mid-level to major donors, through visits, tours, events, phone calls, email, and personal correspondence. While developing long-term relationships built on a firm understanding of the donor's philanthropic interest, passions, and values, the Business Partnerships and Donor Relations Officer will engage in direct asks of the business and donor to contribute to the work of the mission.

### **Who you are:**

- Someone who brings excellence to everything you do.
- You love to pair one person's passion with another person's vision.
- Able to handle sensitive information with integrity.
- You love networking and a full room of people energizes you.
- A gifted communicator: in person, on the phone, and in writing.

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

- Develop relationships with current and prospective high-capacity businesses and donors and encourage generosity.
- Build rapport and collaborate with the Development Team to achieve generosity goals and outcomes.
- Encourage corporate sponsorships for events and special projects.
- Call, email, write letters of support, thanks, and we miss you.

### **Bonus Points:**

- You have the flexibility to adapt to change and know who to call when a need arises.
- You know the difference between Cole Hann and Christian Louboutin.
- You're not afraid to meet someone new and then immediately ask them for a donation.
- You finish LYBUNTYs by 9am and eat SYBUNTYs for lunch!
- Your favorite phrase is, "I know a guy."

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

- 1. Develop and manage relationships with current and prospective business partners and mid-level to major donors.** Develop and manage 120-150 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. Develop and maintain a contact plan for entire portfolio and for each donor and log all communications within database. Make numerous 5, 6, and 7-figure asks when appropriate. Prepare donor reports and slice data to help balance department portfolios.
- 2. 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.
- 3. Perform Other Duties as Assigned.** May be required to perform other duties as assigned by the Chief Strategy 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.

### **Preferred Requirements:**

BA/BS degree or equivalent years of experience.  
3+ year of development/fundraising experience/ Sales.  
Experience making and receiving 6-figure donations.

### **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.