

Donor Relations Officer Job Description

Can Do Canines is dedicated to enhancing the quality of life for people with disabilities by creating mutually beneficial partnerships with specially trained dogs. The dogs are provided to the client at no charge. The organization is supported primarily by donations from individuals, corporations, service clubs, and foundations. We receive no government funding.

Job Description

Job Title: Donor Relations Officer

Reports to: Development Director

Job Summary: Serve a caseload of donors by initiating, building and maintaining dynamic, reciprocal relationships with individuals, couples and families who partner financially with Can Do Canines.

Salary Range & Benefits: Exempt, Salaried

Eligible for Health, Disability, Dental and Life Insurance, 403(b), Paid Time Off (PTO)

Hours Required: Minimum 40 Hours per week, including weekend and evening hours.

Relationships

Number of People Supervised: None

Person Making Work Assignments: Development Director

Frequent Interactions With: Executive Director, Development Assistant, Development Associate, Event Coordinator, Marketing/Communications Associate

Major Duties and Responsibilities

1. Cultivate donor relationships by updating, appreciating and asking mid-level donors to deepen their financial partnership. *
2. Solicit and close gifts from mid-level donors.*
3. Manage a portfolio of 150+ donors. *
4. Executes strategy through phone, email and USPS communication.*
5. Update the database with notes and donor relevant information.*
6. Learn about program and projects and effectively communicate the mission to donors.*
7. Exude a high level of professionalism and authenticity to donors.*
8. Research, identify and deliver high capacity donors to the Development Director.
9. Meets with development team on a weekly basis for accountability and to discuss strategy.
10. Other duties as assigned.

*Denotes essential functions of this position.

Required Qualifications

Experience

Knowledge of and experience in fundraising for a nonprofit organization, developing relationships with donors. Excellent communication skills and a strong donor service attitude. Experience in working with a donor centered database is mandatory. Minimum 3+ years working full-time in the development field. This position also requires public speaking, use of a telephone and computer to perform work, and working with strict deadlines. The ideal candidate will have organizational skills, be detail-oriented, and able to balance priorities. A valid driver's license and insurability are required.

Education

Bachelor's Degree in related field and three or more years of related experience.

Expected Working Conditions** for This Position

Frequency

- | | |
|--|--------|
| 1. Exposure to dog and cat dander..... | Daily |
| 2. Exposure to dog and cat feces..... | Rarely |
| 3. Work directly with dogs..... | Never |
| 4. Exposure to cleaning chemicals..... | Rarely |
| 5. Use cleaning tools: mops, brooms, floor "Zamboni", floor buffer, vacuum cleaner, etc..... | Never |

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6. Work outdoors.....	Rarely
7. Work in public environment, sometimes in retail.....	Frequently
8. Work in prison environment.....	Never
9. Work in office environment.....	Daily
10. Perform work using a computer.....	Daily
11. Heavy lifting, up to 30 pounds.....	Occasionally
12. Heavy lifting, 30 pounds or more.....	Rarely
13. Stoop, crawl, kneel, rise from a prone or kneeling position.....	Rarely
14. Sit for long periods of time.....	Daily
15. Stand for long periods of time.....	Regularly
16. Work in small or cramped spaces.....	Rarely
17. Perform work using a telephone.....	Daily
18. Work with clients.....	Regularly
19. Work with parties external to the organization.....	Frequently
20. Work with volunteers.....	Frequently
21. Drive organizational vehicles.....	Occasionally
22. Handle checks, cash, credit card transactions.....	Regularly
23. Public Speaking.....	Regularly

Working Conditions Guidelines:

Daily = Daily

Frequently = Weekly

Regularly = Monthly

Occasionally = Quarterly to Bi-Annually

Rarely = Annually

Never = Never

******Title I of the Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities."