



JOB DESCRIPTION

POSITION TITLE:	Donor Relations Coordinator
EXEMPTION STATUS:	Non-Exempt
JOB RELATIONSHIPS:	
Reports to:	Advancement Supervisor/Director of Advancement /Chief Executive Officer
Supervised by:	Advancement Supervisor
Personnel supervised:	None
Interrelationships:	AFC Chief Executive Officer, Chief Finance Officer and Finance staff, Development Coordinator, PR/Marketing Coordinator, Volunteer Coordinator, Client Support Coordinator, Donors/Sponsors/Volunteers

Summary:

The Donor Relations Coordinator is responsible for efficiently planning and executing cultivation and stewardship programs for new and current donors/sponsors at the \$2,000 level and less and additional assigned, as well as serves as the direct point of contact for Pinwheel Society (PWS), Alliance For Children's Young Professionals group, and is responsible for its fundraising events. This position also oversees North Texas Giving Day and assists in meeting revenue goals for the Advancement Department as a whole through underwriting and sponsorship of events as well as general gifts throughout the year and additionally serves as the back-up for Raiser's Edge and database management.

Job Duties/Essential Functions:

DONOR RELATIONS

- Research and pursue prospective individual and corporate supporters for possible interest in Alliance For Children's mission and capacity for giving. Discover, learn about, and cultivate prospective corporations and individual donors through media resources, networking and communications best practices.
- Steward and retain reoccurring donors, and specific assigned groups such as annual donors and special event donors, at the \$2,000 level.
- Engage and acquire donors through external meetings, phone calls, community events. Conduct tours for prospective supporters and serve as a representative within the community to create an affinity for our mission.
- Conduct tours of Alliance For Children for individuals to see and hear partners/staff experts in the field of child abuse and the mission of AFC resulting in engagement.
- Fill AFC's donor pipeline, turning interested individuals into supporters to meet Alliance For Children's revenue goals. Match new donors with Alliance For Children's programs, volunteer opportunities, special events and/or giving programs/opportunities.

- Learn about donors and their interests to apply relevant acknowledgement and recognition strategies to improve donor loyalty.
- Maintain strong gift recognition program (phone calls, reaching out, etc.).
- Keep strong communication with donors on Alliance For Children news, giving opportunities, and upcoming events.
- Improve retention rate and capacity of new and current donors, applying best practices with donors.
- Ensure timeliness of thank you phone calls, notes and letters to donors, special events sponsors, and in-kind donors, with periodical follow-ups.
- Help decrease donor fatigue and implement strategies to recapture lapse donors.
- Serve as event committee contact, to include: leading committee meetings, communicate with committee members, and assist with sponsorships.
- Handle all financial and in-kind gifts within the community, which includes securing and managing all third party events (working cohesively with Community Engagement), both pre- and post-function. This includes developing partnerships to generate brand awareness.
- Perform other duties as requested by the Advancement Supervisor.

EVENTS AND AFFILIATED GROUPS

- Serve as the liaison between Alliance For Children staff and members of PWS, the Young Professionals group affiliated with Alliance For Children.
- Manage logistics for all PWS events.
- Fundraise for all PWS events – large and small, including sponsorships, underwriting, ticket sales, and in-kind donations.
- Secure and manage all third party events, both pre- and post-function. Includes developing partnerships to generate awareness of brand.
- Meet or exceed budget goals for assigned groups of donors such as, PWS events, North Texas Giving Day. To include management of all invoices and income.
- Create marketing strategies and campaign for NTXGD and see that all pieces to ensure success are executed including logistics for day-of and affiliated mailing.
- Maintain communication with donors, attendees, sponsors, and vendors to include coordination of data input in Raiser's Edge with Development Coordinator.
- Manage AFC's young professional society to cultivate new members, retain current members and ensure members are engaged and involved in the work and mission of AFC.
- Set and execute strategies for young professional membership growth, committee structure strength, AFC awareness and revenue goals.
- Build strong communication lines of both direction, standards, and expectations with PWS members.
- Approve internal and external communication of PWS committee.
- With assistance from affinity group members manage all fundraising events for assigned groups.
- Secure and manage affinity volunteer opportunities such as Makeover Project, counseling projects, and others as determined.
- Perform other related duties as requested by the Advancement Supervisor.

ADMINISTRATION/PROJECT MANAGEMENT

- Support all events and activities produced by the Advancement Department as a whole.
- Set and meet detailed timelines for each assigned program project for successful execution.
- Determine lists and printing of all materials for mailings for projects and donor groups assigned.
- Serve as back-up for Raiser's Edge and batching processing.
- Perform other related duties as requested by the Advancement Supervisor.

Knowledge/Skills/Abilities:

- Bachelor's degree preferred.
- Special event management experience required.
- Raiser's Edge proficiency; experience in Greater Giving or other on-line donation software a plus.
- Minimum two to four years of fundraising and donor relations experience. Proficient use of Microsoft Office with advanced skills in Excel and Word applications.
- Demonstrated competence in the use of technology.
- Strong communication skills.
- Strong organizational skills; self-starter.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. (usually office supply boxes). Moderate independent travel by private auto required.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.