



Job Title: Donor Relations Specialist

Position Status: Permanent, Full-Time

Employee Classification: Exempt

Staff Supervisor: Director of Development

Job Overview: The Donor Relations Specialist works to secure funds for the organization by managing a group of assigned and qualified donors, assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement.

Overview of Responsibilities

1. Will qualify a caseload of 150 donors from a larger group of donors to the organization
2. Will create individual goals for each person on the caseload based on the donor's history of giving and the organization's knowledge of that donor's potential.
3. Will create a plan for each donor that will serve as a foundational communication and marketing plan for each person on the caseload. Will faithfully and on a timely basis execute the plan so that individuals on the caseload are retained and upgraded.
4. Will work with the Executive Director, Development team, and program staff to secure appropriate project information, including budgets, and create offers, proposals and "asks" that will be used with persons on the caseload to secure gifts.
5. Will create monthly reports as required by management that accurately reflects caseload activity and performance.
6. Will perform other major donor activities as may be required.

Accountability

This position's performance will be measured by:

1. Ability to qualify donors from the larger pool of organizational donors that meet the major gift criteria.
2. Ability to create reasonable financial goals for each donor which is based on their giving and their potential.
3. Ability to create a personal contact and ask plan that considers the individual donor's interests, motivations, giving patterns, and ask preferences for each donor on his or her caseload in a timely and cost-effective manner.
4. Ability to retain and upgrade donors.
5. Ability to secure project and organization information and create and write effective offers, proposals, and asks. Ability to secure information that can be sent back to donors to report on how their money was used.
6. Ability to create timely reports that reflect caseload performance.
7. Ability to manage people, processes, deadlines, and budget while adhering to the policies and procedures of the organization.

8. Ability to get along with peers, subordinates, and management, and maintain a positive and constructive attitude while solving problems.
9. Ability to be a team player and protect the mission, goals, and values of Shelter KC.

Qualifications for Employment:

- Must be a born-again Christian, possess a strong Christian character and be loyal, patient, tactful, pliable, and teachable.
- Interest in all aspects of rescue mission work and a dedication to promoting Shelter KC
- Adaptable team player comfortable working in a diverse, creative and fast-paced environment
- Experience with Microsoft Office products; comfortable with learning new computer applications

Travel Requirements: 20-25% traveling to face-to-face encounters with donors across the greater Kansas City metropolitan area.

Conduct: All employees must conform to Shelter KC's "Qualifications for Employment" and support the Shelter KC "Statement of Belief" as outlined in the Employee Handbook.

Salary & Benefits: This is a full-time, exempt position. Salary will be based upon experience. Benefits include Life/AD&D/LTD insurance, health insurance with HRA, dental insurance, 9 paid holidays, a generous PTO policy, and a 403(b) retirement plan.