

Communitas – Staff Position Description

ADMINISTRATION

TITLE: Philanthropy and Donor Engagement Manager

REPORTS TO: Chief Innovation Officer

POSITION SUMMARY

This position works to provide strategic development, coordination and oversight of fundraising and donor stewardship for the organization. This role is integral to ensuring sustainable funding, fostering relationships, and promoting the mission of Communitas through innovative fundraising and engagement strategies.

A key focus will be given to developing relationships, meeting with people, and providing opportunities for people to deepen their connection with Communitas. The Manager will work collaboratively with the Philanthropy Associate and the Communications team.

TASKS PERFORMED

1. Provide oversight and coordination of all donor relations and fundraising throughout the organization
2. Guide and encourage contributions of board, staff and alumni, and constituents, with oversight of the annual fundraising process
3. Develop positive, sustainable relationships with new and existing supporters and donors in local communities
4. Develop and nurture partnerships with corporations and foundations
5. Create strategies for segmenting and engaging the various donor cohorts
6. Responsible for directly stewarding 25 of the agency's major donors
7. Pursue potential gifts related to wills, estates and trusts with families and other donors and ensure legacy giving materials are kept current
8. Oversee the management and development of the donor database using tools like DonorPerfect Online
9. Utilize CRM systems and data analytics to personalize donor engagement and measure the impact of initiatives
10. Organize/develop collaborative fundraising tools, publications, communications, special events, banquets, etc., including volunteer development for fundraising efforts
11. In collaboration with the communications team and Philanthropy Associate, maintain and develop resources including evolving technologies, presentations, events and brochures
12. Meets with the Chief Innovation Officer, Associate and Communications team, as needed, to plan, develop, strategize and review fundraising initiatives
13. Remain current with new development strategies and best practices, e.g.: Assoc of Fundraising Professionals (AFP)
14. Other duties as necessary

REQUIREMENTS

- College level training and/or experience in related field; specific training in fundraising is an asset
- Certified Fund-Raising Executive (CFRE) designation is an asset
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Strong emotional intelligence and relationship-building skills to inspire and cultivate donor trust and engagement
- Demonstrable experience of fundraising or equivalent experience (marketing, sales, business development)
- Experience managing an income and expenditure budget and working to financial targets
- Familiarity with and comfort in relating to people who have a disability
- Strong spoken and written communication skills with excellent planning and organizing skills
- Ability to take initiative with creativity, work independently and as part of a team
- Proficiency with donor management systems (e.g., DonorPerfect Online, Raiser's Edge, Salesforce) and advanced use of the MS Office suite.
- Flexibility in working hours: participation at meetings, fundraising banquets, etc. may involve occasional evening/weekend work