

NOW HIRING



DePelchin
CHILDREN'S CENTER

Donor Relations Officer

The Donor Relations Officer will grow, manage, and enhance DePelchin's legacy giving program by managing a portfolio of donors that have existing legacy gifts or have expressed interest in making legacy gifts. This position is expected to build relationships with donors in a manner that creates meaningful connections as they cultivate, steward, and solicit legacy gifts. The Donor Relations Officer is responsible for meeting annual gift commitment targets and working alongside the donor relations team, direct marketing firm, and community engagement team in order to educate donors about legacy gift options. This includes the creation of marketing materials, donor engagement plans, and legacy gift society management.

Compensation:

- ◆ \$70,892 plus credit for relevant years of experience.

Experience/Skills Required:

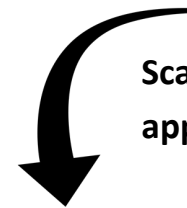
- ◆ Bachelor's degree required.
- ◆ Minimum of three (3) years' experience in fundraising.
- ◆ Knowledge of general office equipment and software, including use of personal computers, smart phones, printers, and Microsoft Office Suite software (Excel, PowerPoint, and Word).

Experience/Skills Preferred:

- ◆ Experience with constituent relationship management (CRM) database.

Work Conditions:

- ◆ Environment: Office, Hybrid
- ◆ Flexible Range of Schedule: Mon - Fri, 7:00 am to 8:00 pm, Occasional nights or weekends
- ◆ Travel: Frequent



Scan the QR Code to
apply



Careers at DePelchin

Why do people join, stay and thrive at DePelchin? We asked our employees what matters most, and they tell us that working at DePelchin is a rewarding experience because the work we do impacts the lives of children and families. Our employees enjoy our Culture of CARING, are recognized for their work, and have exceptional learning opportunities.

DePelchin encourages wellness and promotes preventive care, by offering benefits and resources to help its employees lead healthy, balanced lives. Programs, resources and benefit eligibility vary based on scheduled hours worked, location, and length of service at DePelchin.

DePelchin Children's Center is an equal opportunity employer. We value and promote diversity and are committed to selecting and employing the best and most qualified person available for each job opening.