

Position:	Donor Relations Representative
Classification:	Full-time, Exempt
Reports to:	Director, Donor Relations
Location:	Memorial Drive, Houston, TX
Benefits:	Yes
Salary Range:	\$51,900 - \$57,090

Who We Are:

DePelchin Children's Center supports and sustains children and the families who care for them. We provide comprehensive services focused on ensuring all children are part of safe, caring homes. We deploy evidence-based practices and strategies to prevent maltreatment, preserve healthy families, and bring healing to children who have experienced trauma by enhancing their physical health and mental well-being.

Position Description:

The Donor Relations Representative is responsible for the identification, qualification, engagement, cultivation, solicitation and stewardship of current mid-level donors and prospective major donors. The Donor Relations Representative is responsible for meeting annual revenue targets and working directly with the Director of Donor Relations to develop and execute comprehensive mid-level donor strategies.

Primary Responsibilities:

- Actively manage a portfolio of 400-600 donors that have been identified and qualified as mid-level donors.
- Cultivates donor relations by thanking, updating, stewarding, and asking donors to deepen their financial partnership with DePelchin.
- Executes mid-level strategy through phone, email and mail communications with occasional face to face visits to select donors.
- Track all donor interaction in donor database.
- Learns about DePelchin programs and services and effectively communicates the mission to donors.
- Meets with the Director of Donor Relations on a weekly basis to discuss strategy and moves.
- Works closely with the Donor Relations Officer to coordinate the flow of major donor prospects identified through the mid-level program to the major donor pool.
- Participates in regular department and board meetings, providing progress updates on assigned portfolio and strategy.
- Assist with the coordination of advancement events and activities as needed.
- Represent DePelchin in community events which are pertinent to the promotion and support of DePelchin programs and projects as assigned.
- Perform public speaking to promote awareness and support of DePelchin programs as assigned.
- Lead tours for individual prospects and/or interested groups.
- Perform all other duties as assigned.

Experience/Skills Required:

- Bachelor's degree.
- Minimum one (1) year related work experience in fundraising or sales.
- Proven ability to build relationships with supporters.
- Comfortable with initiating calls to prospective donors.
- Excellent oral and written communication skills.

Experience/Skills Preferred:

- Experience with donor software. Raiser's Edge a plus.

Why do people join, stay, and thrive at DePelchin?

At DePelchin, we strive to ensure that each employee feels supported, safe, heard, and valued. 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 have a passion for our mission and are committed to a culture of C.A.R.I.N.G. in which they are **Committed to Excellence**, **Accountable** for their actions, are **Respectful**, operate in **Integrity**, are **Nice**, and **Generous**. These core values are the foundation for how we do our work and achieve our mission to "Strengthen the lives of children by enhancing their mental health and physical well-being." In addition to a competitive salary, DePelchin encourages wellness and promotes preventive care, by offering benefits and resources to help its employees lead healthy, balanced lives. Our benefit package includes:

- Medical, dental and vision plans for employee and eligible dependents
- 403(b) retirement plan with match
- Paid life insurance
- Generous paid time off plan (PTO)
- 9 paid holidays each year
- Extended time off for FML qualified events (ETO)
- Family Medical Leave (FML)
- Tuition Reimbursement Program
- Wellness Initiatives
- Convenient central location with free parking
- Credit Union
- Employee Assistance Program
- Service Award Program

Programs, resources and benefit eligibility vary based on scheduled hours worked, location, and length of service at DePelchin.

DePelchin is an equal opportunity employer.

DePelchin is committed to selecting and employing the best and most qualified person available for each job opening without unlawful discrimination of any kind. Additionally, DePelchin is committed to providing a work environment free of discrimination and harassment on the basis of race, color, sex (including pregnancy, sexual orientation and gender identity), marital or parental status, veteran status, religion, national origin, age, disability, family medical history, genetic information, or political affiliation.