



Employment Opportunity

Title: Donor Engagement Officer

Department: Development

Reports to: Development Director

Job Type: Full-Time, Non-Exempt

Salary: \$80,000-\$85,000; commensurate with experience

Location: Onsite

Online application: <https://recruiting.paylocity.com/recruiting/jobs/All/ca51eb59-cd3b-4d6a-83e6-5c9619763262/Discovery-Green-Conservancy>

DESCRIPTION:

Discovery Green Conservancy is seeking a dynamic and experienced Donor Engagement Officer to lead our annual fund solicitation efforts and expand the Conservancy's support among mid-to-high level donors. You will manage a new donor society, implement a robust donor stewardship program, develop innovative annual giving strategies, and help leadership track and identify giving trends, in support of a \$5M-\$6M annual goal. As a vital member of our Development Team, reporting to the Development Director, the Donor Engagement Officer will play a key role in soliciting, cultivating, and stewarding relationships across all giving constituents, creating opportunities for increased engagement, and achieving philanthropic goals.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Manage a broad-based annual giving program through individuals, foundations, and corporate sponsorships. This includes developing and implementing year-round strategies to identify, cultivate, solicit, and steward supporters through various initiatives and campaigns.
- Manage a portfolio of approximately fifty individuals, foundations, and corporate supporters. This includes annual solicitations, filing regular contact reports, moves management strategies, stewardship reports, and prospect research.
- Plan and coordinate fundraising events and donor engagement activities.
- In collaboration with the marketing department, craft fundraising and stewardship messages for direct mail, giving webpages and forms, stewardship newsletters, emails campaigns, promotions, and recognition to ensure optimal donor experiences.
- Refine and manage an innovative donor stewardship plan, in collaboration with the Donor Stewardship Coordinator, providing weekly or monthly tracking of giving trends, stewardship tasks, moves management, deadlines, and messaging campaigns.

- Participate in cross-departmental team meetings to ensure fulfillment of donor benefits, gift restrictions, and maximize engagement opportunities.
- With the finance department, conduct monthly reconciliations, budget tracking, and other required reports to support the annual audit. This includes invoicing and tracking outstanding pledges.
- Assists with preparing and managing board of directors and committee meetings.
- Perform other tasks as necessary and as assigned.

QUALIFICATIONS:

- Minimum five years of demonstrated success in raising increasing philanthropic support.
- Project leadership experience with strong organizational and critical thinking skills
- Exceptional written and verbal communication skills, including making data meaningful to donors.
- Prior fundraising database management experience, preferably Raiser's Edge
- Experience managing revenue forecasts and budget management.
- Ability to work on weekends and evenings for special events and meetings.
- Professionalism, discretion, and confidentiality in matters of staff/donor privacy
- Strong computer skills primary with Microsoft Office programs (Word, Excel, Outlook, PowerPoint, SharePoint)

NOTE:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.

BENEFITS:

Benefits include medical, vision, dental, life, and long-term disability paid by Discovery Green Conservancy. Employees can participate in our 401k retirement plan.