

Target Evolution Sponsor and Donor Relations Specialist

Job Description

The Donor and Sponsor Relations Specialists is focused on maximizing support from corporations, foundations and individual donors through sponsorships, grants and events in support of the educational programs of Target Evolution Incorporated.

These programs include the Teen Biz Camp and Trail Blaze stores youth entrepreneurship training. These programs give our participants and community advocates hands-on learning and real-life experiences to launch them into meaningful and successful careers so as to thrive in the free enterprise economy. Working with the Operations Director and other development and marketing staff, the Donor and Sponsor Relations Associate works to create and implement strategies and tactics to purposely engage individuals, corporations and foundations in our mission.

Position Responsibilities:

Prospect, Donor and Sponsor Relations

- Assist with the development and implementation of the Development Plan that incorporates a range of strategies including corporate sponsorship proposals, foundation grants, corporate and individual appeals, and special events.
- Identify and cultivate prospects for the organization's various education programs and fundraising events including email, direct mail, phone campaigns, onsite tours and offsite visits.
- Coordinate the production and distribution of fundraising appeals, donor and sponsor acknowledgement letters, audit and gift reports as well as other department correspondence.
- Determine, execute and report on accomplishment of our marketing, philanthropic and outreach objectives including fulfillment of sponsorship rights/benefits and promotional activation requirements, both internally and externally.
- Regularly report on prospect cultivation as well as donor acquisition, retention, and attrition results to assess accomplishment of fundraising goals and campaign objectives.
- Manage, update and track tasks related to prospect and donor solicitation, gift reporting and stewardship in Zoho
- Build and maintain portfolio of mid-level donors targeting gifts between \$1000 and \$4999, annually.
- Create and execute donor acquisition plans targeting donors who can gift between \$1000 and \$4999 annually.
- With the support of the CDO, facilitate the process of upgrading at least 10% of mid-level donors to major donor level.

- Develop and execute a mid-level donor engagement and management plan.
- Retain 75% of mid-level donors annually.
- Engage in frequent donor communications and outreach.

Development Administration

- Oversee the management and administration of the organization's prospect, donor and
- volunteer MightyCause/Zoho database.
- Provide analytics of organizational data including donor acquisition and retention, registered participants and program Alumni. Report on trends and utilization.
- Source corporate volunteer opportunities from program team, recruit and train corporate volunteers, maintain accurate Zoho records and report on results.
- Manage all event registration responsibilities including prospect, sponsor and attendee
- registration lists and communications.
- Assist with the planning, implementation, and logistics of organization events include gala, donor recognition and prospect cultivation.
- Source, recruit and train corporate volunteers and maintain accurate contact records in Zoho or MightyCause
- Plan, develop, and implement a mid-level donor strategic plan to engage volunteers, alumni, foster families friends, faculty, staff, and fundraising opportunities.

Knowledge, Skill & Ability:

- Outstanding written and verbal communication skills.
- Detail-oriented with an acute attention to accuracy.
- Strong organizational and interpersonal skills.
- Proactive and creative problem solver.
- Strong work ethic with the ability to bring new ideas to old problems.
- Ability to work independently, prioritize, multi-task, and meet deadlines on assigned tasks.
- Exceptional research and writing skills.
- Ability to interface with a wide range of individuals from senior management, departmental staff and donor partners at all levels. Demonstrate friendly, accessible and comfortable demeanor to all constituents and stakeholders.
- Ability to be flexible and positive even in stressful circumstances.
- Must be able to work some evenings and weekends and be comfortable with physical demands often required of the job including long hours on feet, lifting,

etc.

- Advanced knowledge and skills in Microsoft Office.

Education and Experience:

- One to two years of experience working in a non-profit environment
- Proven experience in development, communications and marketing.
- Experience in web design and content production is a plus.
- Experience and knowledge in copywriting, proofreading, and editing.
- Relevant full-time experience, preferably in a donor portfolio-based, nonprofit fundraising office
- Experience with constituent/donor strategy development and moves management;

Additional Requirements

- Three (3) employment references.
- Cleared criminal background check and signed statement regarding felony indictments/convictions.

Salary Range: \$55k-\$70k annually

Please submit CV and resume to crystal@targetevoution.org and in the Subject line write "Sponsor/Donor Specialist Application". If you have any questions, please contact Crystal Victoria at crystal@targetevolution.org