



JOB TITLE: Donor Strategist

SALARY: \$62 - 67K DOE

OVERVIEW:

This position will manage the overall production, organization, and coordination of information and strategies on principal gift (\$100,000 and above) prospects and donors. The incumbent will work closely with the Donor Relations team to create and facilitate strategies, as well as work cross-functionally with other teams across the organization. Position is a key member of the Donor Relations team and works in support of fieldwork and campaign efforts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Principal Gifts Strategies: Initiate, organize, and manage strategies with input and implementation by key staff and volunteers. Contribute to or produce prospect profiles and briefings. Work closely with other staff to ensure coordination of efforts. Extract and communicate key information to facilitate cultivation, solicitation, and stewardship strategies, with an emphasis on building sustainable donor relationships.

Moves Management: Refine and maintain a moves management system that drives mutually agreed upon cultivation, solicitation, and stewardship strategies for principal gift prospects and donors. Ensure the tracking of follow-up activities to move prospects through the development stages. Contribute to or help produce, track, and organize proposal letters, gift agreements, acknowledgment letters, and stewardship reports. Keep pertinent information on stakeholders up-to-date. Establish and maintain a process for allocation of new principal gift prospects.

Reporting: In coordination with the Director of Operations, refine and manage the reporting structure and schedule for staff and volunteers to facilitate principal gifts strategies and moves management and to monitor progress toward goals and objectives.

QUALIFICATIONS

Education Required: Bachelors or better.

Experience Required: 3-5 years: Relevant full-time experience, preferably in a donor portfolio-based, nonprofit fundraising office; Experience with constituent/donor strategy development and moves management; Experience and comfort in using moves management or fundraising database software such as Blackbaud Raisers Edge and Salesforce.

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