



LOVE THY NEIGHBORHOOD

SOCIAL JUSTICE INTERNSHIPS + CHRISTIAN COMMUNITY

DONOR RELATIONS MANAGER

Organization

Love Thy Neighborhood's **mission** is to develop young adults into servant leaders and strengthen our nonprofit partners while living together in intentional Christian community.

Love Thy Neighborhood's **vision** is to transform lives in local communities through the power of the gospel.

Young adults, ages 18-30, serve for a summer or year through social justice internships. Team Members grow in their faith and life skills by living in Christian community and being actively involved in the lives of their neighbors and their church. More info available at www.lovethyneighborhood.org.

Donor Relations Manager Role and Key Objectives

The Donor Relations Manager is responsible for developing and implementing engagement and fundraising strategies to enhance and grow revenue through current and prospective donors. This includes utilizing face-to-face meetings, grants, social media, mail, and video to expand donations from individuals, foundations, churches and businesses. The Donor Relations Manager also provides effective database management and reporting, event logistics and donor stewardship efforts (acknowledgements, meetings, and prep materials for donor meetings).

As necessary, the Donor Relations Manager will recruit and supervise volunteers to help with department efforts. Paramount to this position is the ability to work with a high degree of independence, and juggle various projects at once, while maintaining a clear view of how each project supports the organization's mission.

Key Responsibilities of the Donor Relations Manager

- Manages and develops annual fundraising plan with Executive Director
- Manages donor management systems (Kindful)
- Manages Team Member fundraising process, training and accountability
- Assists with nurturing donors through personal relationships, emails, letters, calls, etc
- Manages current relationships and develops new relationships with foundations/grants - 10-15 grants/year submitted

- Manages and develops social media communication strategy for fundraising
- Manages and develops email marketing strategy for donors & alumni (Mailchimp)
- Manages and develops fundraising events: Charity Luncheons & Call-a-thons for interns
- Schedules Executive Director meetings with donors & prospects
- Mail online store orders weekly
- Oversee 1-2 interns assisting with donor relations
- Oversee a small team of volunteers who help with mail outs, events & data entry
- Oversee LTN scholarship distribution
- Write and send 5 direct mail fundraising letters annually
- Write and send monthly thank you letter communication to all donors
- Manage a recurring donor program

Key Skills

Excellent communication skills

Excellent negotiation skills

Managerial and leadership skills

Analytical skills

Social Media Knowledge

Training Skills

Written communication skills

Marketing or sales experience strongly desired

Personality Qualities

Highly Organized

Hardworking

Confident

Efficient

Adaptable

Energetic

Active

Competent

Amiable

Hours: 40-45 hours per week

Salary: TBD depending on experience + Health insurance (employee only) + personal days

Donor Relations Manager reports to the Executive Director.

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