

Donor Relations Manager



CLASSIFICATION: Exempt
WORK SCHEDULE: Full-time
PAY/SALARY: TBD
LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications for a full-time **Donor Relations Manager** to join our Development Team that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Job Summary

As part of the Development Team, the Donor Relations Manager is responsible for supporting the implementation of strategic plans to raise private donor, foundation, and community support. Duties include supporting fundraising efforts, maintaining strong and successful donor relationships, maintaining donor-relations database (Raiser's Edge), managing the foundation grant calendar, collaborating with staff to effectively execute fundraising events, and supervising a high-performing team. As with all staff at FBB, this person is expected to be a strong contributor to a positive, supportive, and productive workplace culture characterized by teamwork and mutual respect in furtherance of our mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with the Development Team to implement the strategic development plan.
- Manage Donor Relations Program; develop and maintain organizational systems, processes, and infrastructure for enhanced individual donor and foundation cultivation and stewardship, and timely and accurate communications with donors.
- Oversee gift acceptance, acknowledgement, recognition, and reporting; track pledge status and reminders; generate year-end statements; support annual reporting.
- Serve as Raiser's Edge Super-User, maintain data integrity and accuracy through queries, research and updated. Maintain efficient use of the donor database and providing all "back end" support; generate queries, reports, exports and any other collection data as needed.
- Train staff on use of database and best practices for data use and collection
- Work closely with Fiscal Team to ensure Raiser's Edge and Abila systems are reconciled; support annual audit.
- Oversee Donor Luncheons, collaborating with the Development Team.
- Oversee private foundation grants calendar.

- Support a culture of positive employees relations through supervision, support, proactive employee coaching and mentoring, open feedback, creative problem solving, etc.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in a relevant field preferred, and/or an equivalent combination of education and experience.
- Minimum four years of experience working in nonprofit/fundraising organization
- Minimum of three years or more professional experience in non-profit development positions. Supervisory experience preferred.
- Demonstrated success in supporting fundraising, development or advancement work.
- Demonstrated experience in donor and/or partnership relationship management.
- Ability to work effectively in a team environment and promoting positive, forward thinking, and a strength-based culture.
- Possess strong program management, organization, attention to detail, analytical and problem-solving skills. Ability to develop and manage procedures and systems based on best practices.
- Demonstrated experience with creating data analysis including updating move management pipeline reports.
- Excellent verbal, written communication skills; ability to effectively communicate and work as a team with colleagues, board members, volunteers, donors, and partners.
- Proficient in MS Outlook, Excel, Word and PowerPoint, Blackbaud Raiser's Edge and Greater Giving. Ability to learn new programs required for the position.
- Experience and comfort working well with high-performing team charged with serving multiple priorities and deadlines to achieve goals and support the mission, values, and vision of FBB.
- Ability to contribute to a positive and professional atmosphere at FBB and promote caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks.
- Demonstrated ability to effectively motivate, train, and support colleagues and team.
- Must maintain discretion and respect the confidentiality of information about volunteers, donors, enrolled families, personnel issues and other program operations.
- Flexibility to work evenings and weekends.
- Committed to engaging and supporting volunteers as an integral part of program services.

Additional Eligibility and Qualifications

- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.
- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance is required.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment

- Must have First Aid/ CPR card, Food Handler's card and OLCC server's permit within 30 days of employment.
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- Enrollment in Child Care Division Central Background Criminal History Registry
- Ability to complete of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect" within 30 days of employment.

APPLICATION DEADLINE: Open until finalists are selected

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, jobs@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.