

ABOUT READING POWER

Working in partnership with underserved schools, Reading Power is a nonprofit that provides one-to-one tutoring during the school day for children in prekindergarten through second grade. Our mission is to accelerate children's literacy learning and to develop in them a love of reading and writing.

Position: Donor Relations Manager, Part-time 20 hours/week

Reports to: Director of Development

The Donor Relations Manager is an integral part of the Development Team working with the Director of Development and key staff to build donor relationships and create and implement funds. Responsibilities focus on management of the donor database or CRM, supporting cultivation of new donors, developing and managing donor engagement processes and procedures, planning and managing the volunteer/donor side of fundraising events. The Donor Relations Manager will manage donor data collection, and preliminary analysis.

Reporting to the Director of Development, this position requires proactive donor relations skills alongside an understanding, or capacity to learn, the issues that underserved communities face. A successful person in this role has good interpersonal skills, a respectful attitude for the work of the nonprofit, our donors, volunteers and team members, and a demonstrated ability to work effectively as part of a team.

Job Duties

- Coordinate with the Office Manager and Finance on the gift process, providing excellent internal and external donor support in gift processing, gift acknowledgement, and stewardship.
- In collaboration with the Director of Development and the Development Team, work with active and prospective donors to support giving and fund development.
- Record donor engagement activity using the nonprofit's CRM. Maintain accurate records of donor contact information and communications. Coordinate data entry and corrections to the database.
- Utilize database to perform research and help the Director of Development (DoD) or CEO prepare for donor meetings, and to analyze donor data and share insights on past giving to inform current strategies. Ensure data integrity and quality of information from which data and metrics are drawn.
- Handle logistics for meetings with donors and community members/partners including scheduling, material preparation, taking notes, room setup/clean up and possibly food and beverage needs.
- Work with Events Manager and Development Team to assist in managing donor-related events, such as *Play for Literacy* golf outing, our *20th Anniversary Gala* to be held in 2024 and other donor events as needed.
- Under the direction of the Director of Development (DoD), help support outreach and communications to donors in collaboration with the Marketing Manager, including fundraising campaigns, marketing materials, annual reports, and social media posts.
- Facilitate donor engagement and recognition through creation and implementation of touchpoints such as donor events, creating published recognition lists, sending personalized thank you letters and gifts, and coordinating special opportunities for direct contact.

Minimum Qualifications

Three years of experience preferably working in nonprofit fundraising or transferable related work/volunteer experience.

Bachelor's degree.

Other qualifications:

- Ability to learn, understand and maintain current best practices in fundraising.
- Provide outstanding internal and external relations including excellent listening skills, diplomacy, and discretion.
- Proficiency with CRM software, preferably Salesforce.
- Ability to develop and document clear and manageable systems for internal processes.
- Ability to work 20 hours required for this position. Schedule is hybrid but requires regular schedule during workday hours and time working in the office each week.
- Ability to take initiative as well as to collaborate in problem-solving.
- Organizes time wisely and prioritizes workloads to meet deadlines; responds to shifting needs and priorities.
- Maintains confidentiality and protects sensitive information.
- Strong software and technology skills, including entering and managing data.
- Performs work with a high level of accuracy and an eye for detail.
- Experience and comfort using Google Workspace, Microsoft Office suite (Word, Excel, Power Point).

Job Type: Part-time 20 hours flexible hybrid schedule.