

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, Full-time 40 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 (DoD) and key staff to build donor relationships and seek new funding sources. Responsibilities focus on management of the donor database, developing and managing donor engagement processes, performing prospect research and some grant writing. 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

DEVELOPMENT OPERATIONS & SUPPORT - 40%

- Process incoming contributed revenue and ensure donors are acknowledged in a timely manner.
- Coordinate with the Office Manager and Finance on the gift process to reconcile gifts monthly.
- Maintain and improve data in database and explore opportunities to maximize its use.
- Support transition of donor database to a new platform if a change is decided.
- Execute annual fund campaigns.
- Maintain departmental processes and evolve new systems.
- Record donor engagement activity and moves management in the Salesforce database.
- Utilize database to perform research and help the 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.

STEWARDSHIP & EVENTS 30%

- Under the direction of the DoD help support outreach and communications to donors by coordinating fundraising campaigns (direct mail and digital) and providing lists/content for annual reports or other collateral materials.
- 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 our fall *Play for Literacy* golf outing, Summer Garden Party 2023, and our *20th Anniversary Gala* to be held in 2024 as well as other donor events as needed.
- Facilitate donor engagement (stewardship) and recognition through creation and implementation of touchpoints such as donor events, site visits, creating published recognition lists, sending personalized thank you letters and gifts, and coordinating special opportunities for direct contact.

RESEARCH & GRANT SUPPORT – 20% (this area will grow in next 12-18 months)

- Support the DoD and Grant Consultant by researching new funding sources and partnerships.
- Help gather information/collateral documents for grants and write grant renewal proposals.
- Under the direction of the DoD research individuals for major gift solicitations.

ADMINISTRATIVE 10%

- Serve as a collaborative member of the Development Team and of the broader staff team.
- Attend scheduled one-on-one, Team, and Leadership Meetings.
- Attend Board Committee Meetings as directed.

Minimum Qualifications

Three to five years of experience of relevant fundraising experience or transferable related work. Experience working for nonprofits is highly preferred. BA/BS degree required.

Other qualifications:

- Ability to learn, understand and maintain current best practices in fundraising.
- Outstanding internal/external relations including exceptional listening skills and discretion.
- Proficiency with donor database/CRM software, we currently use Salesforce.
- Solid software and technology skills, including entering and managing data.
- Ability to develop and document clear and manageable systems for internal processes.
- Strong writing skills needed. Grant writing experience preferred but will train.
- Ability to take initiative as well as to collaborate in problem-solving.
- Organizes time wisely and prioritizes workloads to meet deadlines.
- Performs work with a high level of accuracy and an eye for detail.
- Maintains confidentiality and protects sensitive information.
- Experience and comfort using Google Workspace, Microsoft Office suite (Word, Excel, Power Point).

Job Type: Full-time, hybrid schedule. Preferably on-site 3 days/week or more.

SALARY COMMENSURATE WITH EXPERIENCE

BENEFITS:

Performance review policy
Vacation and holiday policy
Health Insurance
Retirement plan