



Position Description

Position Title: Donor Relations Manager
Reports To: Chief Financial Officer
Hours/Location: Part-Time, 16 to 20 hours per week,
fully remote

Compensation: Determined based on experience and Legacy's pay range chart for part-time consultants

SUMMARY

The Donor Relations Manager is the primary fundraising manager and leads the Development Team, which also includes the Founder, President, and Chief Financial Officer. He/she works closely with the other members of the Development Team to cultivate, develop, and communicate with loyal donors.

ESSENTIAL JOB DUTIES

- Gather and effectively communicate donor information to the Development Team.
- Utilize donor database software (currently Bloomerang) to customize and communicate with donors and to identify strategies to grow the database.
- Develop, maintain and expand donor communication streams, including acknowledgement, receipt, and reporting.
- Work closely with the Development Team to develop strategies for maintaining relationships with donors and identifying potential new donors.
- Identify potential foundations, corporate donors, and major donors; apply for grants and lead the application process.
- Plan and implement donor and fundraising events.

QUALIFICATIONS/REQUIREMENTS

- A Christian, willing to sign the Legacy Coalition Statement of Faith.
- Ability to work in a virtual environment and participate in meetings via telephone or an internet technology platform (currently ZOOM).
- Proven communication and correspondence skills necessary in a fundraising environment.
- Personal qualities of integrity, credibility, and commitment to the mission and grandparenting ministry of Legacy Coalition.
- Experience with fundraising in a Christian non-profit ministry preferred.