



Donor Relations Coordinator

Department	Development
Reports to	Communications and Development Director
FLSA	Part-time Non-exempt
Position Summary	The Donor Relations Coordinator coordinates all aspects of donor relationship building, stewardship, and management, and assists the Communications and Development Director with all activities related to donor development, membership, and fundraising including new donor and member acquisition, donor and fundraising events, fundraising programs, and grant coordination.
Primary Responsibilities	<ul style="list-style-type: none"> • Collaborate with the Communications and Development Director, Executive Director, and Donor Development and appropriate Committees to meet goals for fundraising and programming. • Donor Development: <ul style="list-style-type: none"> ➤ Researches, identifies, and cultivates potential donors; ➤ Builds and maintains donor profiles for use by staff, board, and committee; ➤ Acts as the primary relationship manager for members and donors; ➤ Coordinates and leads endowment and/or capital campaigns; ➤ Coordinates specialized giving programs (i.e. Legacy Leader); ➤ Assists Communications and Development Director in writing appeals and correspondence to donors; ➤ Coordinates, prepares, prints, and mails correspondence to donors; ➤ Coordinates the Donor Pipeline initiative, including scheduling and leading monthly meetings with staff, board, and committee members as needed; making assignments to the Executive Director, board and committee; and tracking, recordkeeping, and reporting; ➤ Maintains an active portfolio of 50-100 donors for targeted, personal outreach in the pipeline process with a goal of increasing the active portfolio; ➤ Strategizes and develops major giving efforts in conjunction with Board and staff; ➤ Coordinates logistics for special celebrations, such as the anniversary celebrations; ➤ Coordinates logistics for donor development events, including, but not limited to, luncheons, house parties, and the annual Foods of the Delaware Highlands dinner; ➤ Coordinates and hosts small-group and individual donor events at the Van Scott Nature Reserve throughout year in partnership with board members and Executive Director, as appropriate (many of which will take place on evenings and weekends); ➤ Coordinates donor event calendar; ➤ Schedules meetings of board, committee, and staff members with donors; ➤ Makes follow-up phone calls to thank donors following contributions; ➤ Accurately maintains the Little Green Light database including creation of new records, updating donor and member information, tracking, and identifying donors to cultivate; • Grant Administration: <ul style="list-style-type: none"> ➤ Researches and identifies grant opportunities through foundations, government, and other sources; ➤ Identifies opportunities for relationship-building with foundations and pursues with staff/board/committee as appropriate; ➤ Reviews grant details, creates grant summary (deadlines, funding uses, funding limit, etc.) and communicates and coordinates with staff about grant details, timing of application, and reporting needs and deadlines; ➤ Maintains all records associated with grants/funding applied for, denied, and awarded, including by not limited to grant/funding timeframes, amount of funding received, corresponding projects and break-down of funding uses (i.e. direct costs, acquisition costs, transactional costs, staff, etc.), reporting deadlines, etc.

	<ul style="list-style-type: none"> • Committee support: <ul style="list-style-type: none"> ➤ Coordinates Donor Development committee with Communications and Development Director, Executive Director, and committee chair; ➤ Provides agenda items and materials for meetings, compiles and distributes meeting minutes, and performs follow-up on tasks assigned. • Attends Conservancy events as needed. • Attends appropriate partner events and meetings. • Performs administrative and clerical responsibilities in order to complete the tasks above. • Other related tasks and special projects as assigned.
Qualifications	<ul style="list-style-type: none"> • Bachelors degree or beyond in relevant field of study. • 5-7 years proven experience in donor relationship management, major gifts fundraising, and/or capital campaign management. • Excellent writing, organizational, communication, and people skills. • Proficiency in Microsoft Office programs. • Ability to work effectively with diverse groups including donors, members, landowners, the general public, federal, county, state, and municipal officials, and conservation partners. • Willingness to work as a self-starting member of a dedicated, energetic team. • Passion for land conservation and for providing quality service. • Valid driver's license and reliable transportation for frequent travel.
Physical Requirements/ Working Conditions	<p>This position requires both office work and car travel. As such, the position requires frequent sitting for long periods, with occasional periods of walking, standing, bending, and reaching materials stored at floor level up to head height. The position requires use of the computer and the telephone, handling large printed materials and archived files in boxes up to approximately 20 pounds. The position frequently requires work at indoor and/or outdoor offsite locations, requiring driving, walking, and standing on uneven terrain.</p>