



POSITION TITLE: Donor Relations Manager

DEPARTMENT: Development

SUPERVISOR: Chief of Development & Marketing

FLSA STATUS: Full Time, Exempt

Mission

At First Tee – Monterey County, we're providing youth of all backgrounds an opportunity for a brighter future.

Position Summary

The Donor Relations Manager is responsible for the overall management of First Tee – Monterey County's donor database, fundraising events, and overall goals and strategies of the development department. The Donor Relations Manager is responsible for communicating First Tee – Monterey County's mission to existing and prospective donors, continually demonstrating a strong and compelling case for support and engagement.

Duties and Responsibilities

Under the direct supervision of the Chief of Development and Marketing:

- Follows Future Citizens Foundation's policies and procedures.
- Promote First Tee's mission by modeling First Tee Core Values and adherence to First Tee Code of Conduct.
- Writes, submits, and follows through with all grants.
- Showcases how each campaign generates revenue.
- Implements donor relations activities.
- Conducts direct response plans and makes regular recommendations for improvement of all activities, protocols, and procedures within development department.
- Coordinates with CDO and Marketing Specialist to implement e-marketing and social media campaigns.
- Responsible for donor appreciation by directing development department on "thank you" letters, donor recognition, and online appreciation.
- Manages donor stewardship by tracking acknowledgements, communications with active or lapsed donors, and connecting prospects with CDO.
- Provides monthly reporting matrix for the Development Committee and Board.

- Provides administrative support to the development team to ensure effective data management, reporting, and donor stewardship efforts (acknowledgements, meeting requests, printed materials).
- Makes sure that all gifts/donations are properly processed and recorded.
- Oversees and manages donor database.
- Holds regular meetings with all departments to ensure open communication and expectations throughout a project.
- Addresses donor concerns or inquiries.
- Strategizes and plans fundraising events.
- Organizes campaign strategy and execution, setting communication and funding goals.
- Develops marketing materials and plans events to generate funding.
- Establishes a realistic budget for events and accounts for anticipated fundraising outcomes.
- Research and identify prospective new donors and proactively initiate sponsorship and funding
- At the end of each fiscal year or quarter, Donor Relations Manager will be responsible for designing a comprehensive fundraising plan for the coming year or quarter. Each plan will be focused on generating revenue, encouraging participation and boosting community involvement, and will be used as a general blueprint by all involved departments within the organization.
- All other tasks as assigned.

Required Education

- Bachelor's Degree in Non-Profit Management or related field
- 1-3 years' experience working in fundraising

Required Experience

- 3 years experience in donor database management (preferably Bloomerang)
- 3 years experience in grant writing
- Strong communications and interpersonal skills
- Project management experience
- Creativity and analytical ability to maximize program outcomes and track for strategic and process improvements
- Strong writing skills, including the ability to proofread and edit content
- Proficiency in Microsoft Office and all other Microsoft programs

Qualifications

- Successfully pass criminal background check
- Successfully pass TB and Drug Screening
- Possess an appropriate California Driver License with a driving record acceptable to the Future Citizens Foundation.