



Job Posting Donor Relations Manager

Become a key part of an exciting team that provides on-site health, education, and employment services to over 16,000 children, families, and seniors living in affordable housing and work force affordable neighborhoods across the country. **Project Access Resource Centers** are embedded into the fabric of the community as a physical presence on-site, in residents' own backyards, thereby eliminating the geographical barrier of access to social services. To learn more about Project Access, please visit <https://www.project-access.org>

POSITION SUMMARY: The **Donor Relations Manager** will assist with development efforts for a comprehensive fundraising program as Project Access continues to grow. Responsible for executing the fundraising plans and implements short and long-term development strategies to advance the Project Access vision and mission. Cultivates donor prospects and maintains and enhances relationships with current donors.

Travel Requirements: Includes travel primarily to Southern California locations to meet donors, tour donors, attend speaking engagements, etc. and periodically to Northern California, San Diego, and/or other states in which we operate Resource Centers (and any other new territories) to meet donors, cultivate prospects, visit centers, etc.

This is a full-time, exempt position and reports to the Director of Development & Community Relations. In terms of benefits, Project Access pays 100% of the monthly premiums for the employee's medical, dental, vision, life insurance and EAP; provides Paid Time Off and 12 paid Holidays, and a 401(k) plan with 4% match.

To apply, please email your cover letter and resume to humanresources@project-access.org with "Donor Relations" in the subject line. Your cover letter should summarize how your experience and passion aligns with the position qualifications.

POSITION RESPONSIBILITIES:

Fundraising & Cultivation

- Work closely with Dir. of Development & Associate Dir. of Engagement to build a comprehensive annual fundraising plan, an annual communications plans, and ongoing prospect lists.
- Oversee Adopt-a-Center Program and manage portfolio of "Adopters" (donors) in southern CA.
 - Maintain working knowledge of current CRA regulations and rating systems.
 - Update & maintain processes and marketing content relevant to Adopt-a-Center.
 - Cultivate & secure Adopt-a-Center prospects with a primary focus on banks.
 - Steward existing Adopters to ensure annual adoption renewals and increase adoption levels at appropriate intervals.
 - Coordinate annual Adoption activities for all Adopters including quarterly volunteer engagement, school supply and toy drives, and signage and recognition at the adopted Resource Center.
- Steward a portfolio of existing grant funders (<=\$20K) based in southern CA in collaboration with the Grants Manager and programs and finance teams.

- Steward a portfolio of corporate donors (<= \$10K/year) including securing event sponsorships, coordinating volunteer engagement, and garnering participation in fiscal campaigns and/or annual school supply and holiday gift drives.
- Utilize Salesforce and Causeview system to track all donor interactions and progress toward goals.
- Attend all southern CA fundraising events including but not limited to Bowling Tournament, Golf Tournament, Keys to Success Gala, and various small events related to your portfolio.
- Proactively maintain awareness of best practices and industry trends.

Customer Service

- Provide courteous customer service to donors, including responding to inquiries, managing sponsorship and donation follow up processes, and ensuring appropriate recognition for gifts.
- Maintain extensive understanding of our service model, programs, and demographics served in order to articulate the donors' significance in creating impact.
- Ensure tasks following events and campaigns are executed such as mailing of thank you letters and recognition of sponsors and volunteers.
- Engage with donors and the greater community through LinkedIn and other professional social media accounts as appropriate.

Administration

- Keep an ongoing dashboard of key metrics updated regularly.
- Produce monthly reports including metrics and donor narrative.
- Participate in annual budget process.
- Proactively pursue information and events that develop and enhance professional fundraising skills such as Association for Fundraising Professionals webinars and luncheons.

QUALIFICATIONS (Education, Experience, Skills, Credentials):

- Bachelor's Degree from an accredited college or university
- Minimum of 2 years' experience with a DRM or CRM system; preferably Salesforce
- Minimum of 4 years building and retaining positive, mutually beneficial B2B relationships or similar account management responsibilities
- Extremely strong ethical standards, sound judgment, and accountability
- Proven ability to maintain confidentiality and use good judgment, discretion, and sensitivity while handling development issues
- Budgetary planning skills and ability to prioritize overlapping projects and competing deadlines
- Cultural awareness and competence; ability to effectively motivate and persuade diverse groups
- Proven ability to work independently, exercising initiative to keep teammates informed
- Excellent interpersonal skills required to function effectively among donors, volunteers, members, board members and colleagues
- Excellent written and oral communication skills
- Valid CA Driver's License, clean driving record, and current automobile insurance

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.]

Equal Opportunity: Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.