



Title: Donor Relations Manager
Reports to: Director of Development
Hours: 40 hours/week, occasional evening and weekend work required, some travel
Salary: Based on experience

Miracle Foundation brings life-changing care to orphaned and vulnerable children across the globe.

The Donor Relations Manager is responsible for growing an annual giving program and giving circle. The manager will conduct donor/prospect research and relationship management.

Qualifications

- 3+ years of nonprofit development experience
- Knowledge of nonprofit management and best practices
- Demonstrated ability in fundraising
- Excellent written and verbal communication skills
- Excellent organizational skills, including the ability to manage multiple projects and meet deadlines
- Experience with a donor database system (Salesforce preferred)
- Experience with working with key stakeholders
- Experience with building and maintaining long-term development prospects

Responsibilities

- Develop and lead a comprehensive annual appeal program
- Work closely with the Director of Development, Founder, President, Marketing Manager, Development Coordinator and other staff to develop fundraising strategies and integrate with organization initiatives
- Serve as an active prospect identifier, targeting prospects for personal visits and moving annual donors through the moves management process into the next giving level
- Oversee budgets, progress, deadlines, goals and objectives related to responsibilities
- Assist with grant reporting
- Support and attend Miracle Foundation events as needed
- Serve as active participant on the Development Team (Fundraising & Marketing)

Application Process

- Application Deadline: March 25, 2019
- Information should be sent to: jobs@miraclefoundation.org
- Include a cover letter, resume, 3 references, and a limited, applicable writing sample
- Include your salary expectations in your cover letter
- Please do not contact staff directly