

## **Donor Relations Manager Job Description**

The Donor Relations Manager is a critical member of the Advancement team at Austin Montessori School, with responsibilities in developing and maintaining strong donor relationships. This includes the cultivation, solicitation, and stewardship of donors, both individual and institutional, including parents, alumni, friends of AMS, corporations, and foundations. This role will also execute fundraising and donor stewardship events.

The Donor Relations Manager reports to the Chief Advancement Officer and is based at our Sunset Trail campus located in South Austin. This position is a full-time exempt, 12-month role with an annual salary range of \$65,000 - \$75,000, based on professional experience.

### **Key Responsibilities**

#### Alumni Relations

- Gather and collect alumni data to be entered into fundraising CRM
- Cultivate relationships and increase alumni engagement through personalized communications, visits, and group activities

#### Donor Stewardship

- Develop a year-round donor communication plan employing email, mail, social media, and other means of communication
- Attend school events led by other departments to meet and connect with AMS families

#### Events

- Annual fundraising event
  - Create an execution plan that is clear, comprehensive, and detailed
  - In partnership with the Chief Advancement Officer, solicit sponsors and ticket buyers
  - Recruit and manage event volunteers
- Design a calendar of activities for donor cultivation and stewardship, such as breakfasts and receptions

#### Institutional Giving

- Identify and cultivate potential corporate sponsors for events
- Research private foundations and submit grant proposals

#### Communications and Marketing

- Oversee Austin Montessori social media accounts
- Oversee website for accuracy and legibility of content

### **Education and Experience**

- Bachelor's degree or equivalent combination of education and experience
- Minimum three years of nonprofit experience, preferably in a development department
- Proficiency in Microsoft Office 365 products, including Word and Excel
- Experience working in Google Workspace
- Experience working in a fundraising CRM, particularly Raiser's Edge NXT

### **Qualifications**

- Strong skills in organizing and prioritizing work to meet goals and deadlines
- Demonstrated writing, editing, and proofreading skills for related fundraising content
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders
- Ability to work independently and collaboratively in a team environment, with initiative and self-motivation

### **TO APPLY**

Please submit your current résumé and a cover letter to Jennifer Wijangco, Chief Advancement Officer, to [jenniferw@austinmontessori.org](mailto:jenniferw@austinmontessori.org).

### **About Austin Montessori School**

Austin Montessori School is a private school for children and adolescents from 18 months to 15 years of age, and the oldest Montessori school in Austin, Texas. The mission of Austin Montessori School is to guide the development of each child towards their full and unknown potential. We cultivate compassion and respect, independence and belonging, and freedom and self-discipline, in rich academic and social environments that honor the complementary needs of the individual and the community. We provide an educational setting that is inclusive, recognizes the authentic nature of the child, and nurtures a reverence for the natural order of the universe.