



**Position Title:** Donor Relations Coordinator  
**Reports to:** Chief Development Officer

**Classification:** Non-exempt, Full-Time  
**Job Code:** DRC

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**Position Summary:**

The Donor Relations Coordinator plays a critical role in fundraising success of the organization. The position shares in the development and implementation of the donor stewardship program to compliment the overall goals and objectives of the Development program. The position will provide outstanding customer service to prospects, donors, and agency staff.

**Key Responsibilities:**

- Maintain donor/prospect database and act as resident expert on fundraising software program.
- Manage the donor stewardship program including drafting thank you letters, producing call lists for Board Development Committee members and other acknowledgment/recognition of mid-level and major donors.
- Communicate directly with donors by phone and email to ensure timely receipt of gift pledges, follow up on invitations to special events and as assigned by CDO, thank you/stewardship calls.
- Manage annual fundraising appeals. Collaborate with the CDO to craft a strategy and message, develop and produce targeted donor solicitation lists.
- Generate regular, monthly reports for the CEO, CDO and Finance Department and ensure accuracy of gift accountability.
- Project manage all development mailings including list generation, mailing materials and gift tracking.
- Generate and maintain donor/prospect lists for various fundraising efforts and projects.
- Assist with major fundraising and donor cultivation events, including invitation list generation, tracking replies, generating registration/guest list, event follow-up, and other event support.
- Assist CDO in preparing materials for monthly Board Development Committee meetings, donor prospect and solicitation meetings.
- Other assignments may be added as needed or required.

**Qualifications:**

- 4-year degree with minimum of two years work experience in fundraising or marketing in a non-profit setting.
- Knowledgeable about non-profit fundraising and development.
- Strong organizational skills and attention to detail.
- Exceptional writing and editing skills.
- Ability to multi-task and meet deadlines.
- Commitment to team-oriented philosophy, as well as ability to work independently.
- Adherence to principals of ethical fundraising.
- Exceptional public relations skills and commitment to high quality customer service.
- High level knowledge of computer programs including Microsoft Office products, fundraising software, and database applications.
- Willingness to adjust schedule as needed to meet demand of job.

**Special Considerations:**

- Must have reliable transportation to travel within the assigned region; if driving own vehicle, must have valid driver's license and current vehicle insurance.



- Ability to sit for extended periods of time.
- Ability to work in excess of 8 hours per day.
- Ability to sit, stand, kneel as necessary to fulfill daily duties assigned.
- Ability to effectively/clearly communicate.

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**Employee Printed Name**

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**Employee Signature**

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**Date**

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**Supervisor/HR Printed Name**

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**Supervisor/HR Signature**

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**Date**

*The information contained within this job description overview is not intended to be all-inclusive. Nothing in this job description restricts management or the company's ability to assign or reassign duties and/or responsibilities to or from this role at any time. This document is subject to change with or without notice.*

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