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**SECTION 1 IDENTIFYING INFORMATION**

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Position Title:

**Donor Relations Officer**

Supervisor's Title:

**Director of Development**

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**SECTION 2 POSITION SUMMARY**

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The Alzheimer Society of Manitoba is hiring a Donor Relations Officer, a full-time permanent position.

Acting as an ambassador for the Alzheimer Society of Manitoba (ASM) and reporting to the Director of Development, the Donor Relations Officer is responsible for managing relationships with select donors and sponsors to achieve the organization's fundraising objectives.

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**SECTION 3 DUTIES AND RESPONSIBILITIES**

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**Relationship management**

- Actively manage a portfolio of select donors and sponsors through identification, cultivation, solicitation, and stewardship, with a focus on moves-management to increase engagement, annual donation income and improve donor retention
- Track all actions in the database
- Participate in meetings, events and activities with select donors and prospects
- Active membership with the Association of Fundraising Professionals

**Walk event**

- Participate in recruitment, support and stewardship of Walk team captains and Walk participants who are lead fund raisers
- Ensure appropriate stewardship of all Walk participants, sponsors, volunteers and donors
- Develops and monitors event budget and critical path
- Determine and ensure implementation of communication and marketing plan
- Contract and supervise event management, including oversight of all event suppliers
- Determine and ensure implementation of data entry and reports

**Third party fundraising**

- Steward incoming gifts from third party event organizers, donors choice community organization and employee giving
- Hold discovery meetings with select current and prospective third party fundraisers
- Other duties as requested by the Director of Development

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#### SECTION 4 SUPERVISION EXERCISED

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The Donor Relations Officer has no direct reports but works closely with select volunteers and staff engaged in fundraising and relationship management.

The Donor Relations Officer has the following supervisory responsibilities related to the Walk event:

- Supervises contract staff and is responsible for oversight of all event suppliers
- Provides direction and oversight to portions of the event plan that are implemented by the Office Manager including volunteers at the event
- Provides oversight to portions of the event plan that are implemented by Communications and Finance & Administration.

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#### SECTION 5 POSITION REQUIREMENTS

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- Experience in relationship management relevant to development or sales.
- Experience with events.
- Exceptional verbal and written communication and interpersonal skills.
- Proficiency in current Alzheimer Society computer software. (i.e. Raisers Edge, Luminare)
- Flexible schedule which allows occasional evening and weekend work.

#### **TO APPLY:**

Please email your cover letter and resume before October 1, 2024 to:  
Lorraine Decock, Director of Development [Ldecock@alzheimer.mb.ca](mailto:Ldecock@alzheimer.mb.ca)

We encourage candidates with a range of backgrounds and experiences to apply.

Reasonable accommodations will be made for those living with disabilities.