
SECTION 1 IDENTIFYING INFORMATION

Position Title:

Donor Relations Officer

Supervisor's Title:

Director of Development

SECTION 2 POSITION SUMMARY

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.

SECTION 3 DUTIES AND RESPONSIBILITIES

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

Gala event

- Participate in recruitment, support and stewardship of Gala Committee volunteers
 - Participate in recruitment, support and stewardship of Gala event sponsors, feature sponsors and supporting sponsors
 - Ensure appropriate stewardship of all Gala ticket purchasers, guests, 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
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- Other duties as requested by the Director of Development

SECTION 4 SUPERVISION EXERCISED

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 Gala event:

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

SECTION 5 POSITION REQUIREMENTS

- 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.