

Job Title	<i>Manager, Donor Relations</i>
Reports To	<i>Chief Advancement Officer</i>

Job Purpose

The Manager, Donor Relations will play a key role in the philanthropic revenue growth for CIS Dallas. This role will demonstrate the power of strong relationships to drive meaningful impact through their relationship with our CIS donors at all levels. The Manager, Donor Relations will have focused responsibility for research, organization, and coordination of fund development to support the advancement department. This role will be heavily involved in the planning and execution of all fundraising campaigns, special events, and donor management & stewardship. This position reports to the Chief Advancement Officer.

If you have a strong desire to work within a mission-centric organization that empowers students to stay in school and achieve in life, then Communities In Schools of the Dallas Region wants to meet you!

Duties and Responsibilities

- Development and oversight of donor services and research, including receiving gifts, securing and producing all documentation associated with those gifts, running reports, tracking gift entry with Finance, and TY/tax letters
- Oversee the in-kind donation process both internally (training our Site Coordinators and other staff on the importance of in-kind donations) and externally (track all in-kind donations, reach out to donors as needed for questions and clarification, and receipt generation)
- Help design strategies for the cultivation, solicitation, and stewardship of individual, corporate, and foundation gifts
- Manage special projects such as the Back to School Drive and Holiday Drives and the Amazon Wishlist
- Lead planning and management role for the annual CIS Dallas Golf Tournament; including all Golf Tournament logistics and lead tournament planning, in partnership with the head of the Advancement Department and board liaison
- Ongoing maintenance and management of donor database using the fundraising software Raiser's Edge NXT
- Responsible for researching new funding opportunities
- Responsible for weekly donation acknowledgements and Bi-Monthly board of directors' acknowledgements
- Responsible for pulling & distributing a weekly donation analytics report to the Executive Management Team
- Develop and maintain an ongoing grant management calendar to support timely and efficient processes
- Perform regular touch points and outreach to donors through mail, phone, in-person meetings, etc.
- Assists the team in updating sponsorship packages, attaining signage, and acknowledging sponsors as needed
- Work across departments to help secure volunteers for all CIS Dallas events and programs

Qualifications

- Bachelor's degree from an accredited college or university and at least seven (7) years of experience in non-profit advancement and development, donor relations, event management, and project management
- Knowledge of the greater Dallas community and prospective donors is highly desirable.
- Superior oral/written communication skills, excellent interpersonal skills and strong presentation skills required
- Substantial experience with online marketing, direct mail, and cross-channel marketing in for-profit or nonprofit settings is highly desirable
- Must be a proactive and creative problem-solver, able to work both independently and with a broad range of internal and external partners to develop relationships, facilitate collaboration and achieve results
- Proficiency with Microsoft Office, Google Workspace and donor/constituent management databases (Blackbaud/Raiser's Edge and Salesforce is highly desirable)
- Must demonstrate strong organizational and time-management skills, with outstanding attention to detail and ability to uphold deadlines
- Strong skills in creating powerful, compelling written and oral communications for fundraising. The ability to convey complex ideas via presentations, emails, and face-to-face communications
- Proven ability to work collaboratively with a team for success of program stakeholders

Working Conditions and Physical Requirements

- Ability to lift, carry and otherwise move up to 15 pounds on a regular basis.
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day.
- Ability to work within Microsoft Office suite and Google Workspace
- Ability to work within donor management software
- Inside work in an office environment with no exposure to weather conditions
- Available to work 7.5 hours per day and/or 37.5 hours per week or more as necessary to meet objectives
- Ability to travel for meetings, donor presentations and other miscellaneous work assignments within or outside the Greater Dallas Area. Reliable transportation is a must.

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. CIS Dallas may change the specific job duties with or without prior notice based on the needs of the organization

Communities In Schools of the Dallas Region is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training.