



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

JOB ANNOUNCEMENT

Donor Relationship Manager

This is a hybrid position. Applicants will need a private, quiet space at home from which to work. This position will work in-office two days/week.

New Beginnings strives to build a meaningful, welcoming, and equitable workplace, inclusive of diverse voices, experiences and perspectives. New Beginnings is an equal opportunity employer. Survivors, Black, Indigenous, people of color, and LGBTQIA+ people strongly encouraged to apply.

SUMMARY: The Donor Relationship Manager represents the values and mission of New Beginnings to the community with compassion and integrity. Working with current, lapsed and prospective donors, the person in this position is responsible for cultivating and stewarding donors to increase investment in the agency. The Donor Relationship Manager will have a commitment to contribute to agency efforts to promote equity and social justice. They will also contribute to the establishment and fulfillment of the agency's development goals through Community Centric Fundraising practices. The person in this position will expand and sustain a robust individual major gifts program, developing strategies to identify, qualify, cultivate, solicit and steward donors and prospects and will support the Development Director, Executive Director and Board Members in managing their donor portfolios.

REPORTS TO: Director of Development

HOURS: 36 hours/week, primarily Monday through Friday with some evening and weekend commitments.

COMPENSATION: \$32.05/hour - \$34.19/hour, non-exempt

BENEFITS: 85% paid medical, dental & vision benefits; 100% paid life insurance. Educational allowance of up to \$250 per year and paid monthly training. Employee assistance program (EAP) Employer-sponsored 403b retirement contribution. 29 days of paid leave annually; 11 paid holidays. Flexible hybrid schedule.

RESPONSIBILITIES

Major Gifts (75%)

- Lead the major gifts effort, including donor prospecting, identification, research, qualifying, cultivation, solicitation and stewardship of major donors (gifts of \$1,000+).
- Manage a portfolio of 75-100 current and prospective major donors and conduct regular, ongoing, one-on-one cultivation, solicitation and stewardship meetings with donors and prospects.
- Provide leadership and strategic partnership with the Executive Director and Director of Development to plan and execute their donor portfolios, including any support needed to complete cultivation, solicitation, and stewardship activities.
- Ensure major donor approaches adhere to Community Centric Fundraising principles including recognizing

our major donors are not inherently more important than other donors, that we are not using poverty tourism to raise money, and not using transactional practices.

- Engage in honest, respectful conversations with donors to create opportunities for them to further their understanding of the complexity of our work and willing to respectfully push back or have uncomfortable dialogue when donors say things that may be detrimental to our work and/or to the community we are serving.
- Partner with the Executive Director, Director of Development and Board members to manage and ensure the most strategic use of their leadership and involvement in overall donor stewardship, solicitation and recognition.
- Use “moves management” strategies, track all actions in the Bloomerang database, and complete timely and accurate Contact Reports following interactions with donors.
- In collaboration with the Development Director, identify metrics to measure annual and multi-years goals and progress to plan.
- Lead a monthly donor strategy meeting with the Development and Executive Directors.
- Lead the major gift strategy to meet or exceed annual and multi-year goals for major gifts, including in-person and mailed solicitations.
- Prepare solicitation planning sheets and proposals for meetings with major donors and prospects.
- Develop and implement a proactive strategy for regular communication, cultivation, stewardship, and solicitation of mid-level donors to increase engagement and investment from them.

Event Support (10%)

- Collaborate with the Director of Development to develop strategic audience development plans as it relates to major donors.
- Provide leadership to plan and implement major donor stewardship events and house parties.
- Attend all donor engagement events, stewardship events, and house parties.
- Assist in identifying and soliciting donors for matching gift funds for events as appropriate.

Communications (5%)

- Collaborate with the Annual Fund and Donor Communications Manager on print and electronic communications as appropriate.

Department Support (5%)

- Collaborate with the Director of Development and other development staff on the creation of annual development plans.
- Represent New Beginnings at community events, staffing public speaking engagements as needed.
- Collaborate with the Development team to ensure post-event engagement strategies support major gift activities.
- Collaborate with team members to ensure our development efforts advance agency equity goals.

Other (5%)

- Participate in staff meetings, planning days and agency trainings.
- Participate in agency committee work as desired and appropriate.
- Participate in professional fundraising training opportunities.
- Provide back-up for administrative office staff for vacations: answering phones, receiving visitors, collecting and sorting daily mail.
- Perform other duties as assigned by the Development Director or the Executive Director.

MINIMUM QUALIFICATIONS

- Demonstrated commitment to the mission of New Beginnings and the needs of domestic violence survivors.
- Willingness to learn about and promote equity, anti-racism, and social justice within and outside of New Beginnings.
- Knowledge of and commitment to Community Centric Fundraising principles and practices.

- At least three years development/fundraising experience.
- Excellent verbal and written communication skills.
- Ability to think strategically.
- Demonstrated success in project management.
- Ability to create and sustain strong relationships with a wide variety of stakeholders and donors.
- Proficiency with MS Office products, especially Word and Excel.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary and vicarious trauma.
- Possession of a valid WA State driver's license and access to reliable transportation.
- Strong attention to detail and follow-through.

PREFERRED QUALIFICATIONS:

- Two years experience in major gift fundraising efforts, working with donors giving \$1,000+
- Working knowledge of Bloomerang Donor Management and Fundraising Software
- Knowledge about the dynamics of domestic violence and the impact of trauma on survivors and their children.

New Beginnings values your lived experience. To apply, please send a cover letter detailing any experience related to the job responsibilities and qualifications, resume, and 3 professional references to jobs@newbegin.org. New Beginnings conducts background checks for all positions and will discuss results with applicants as needed. Only complete applications will be given full consideration. Open until filled. Priority will be given to applications received by Wednesday, March 29, 2023. Additional agency information is available at www.newbegin.org