

Donor Relations Director Cover Letter

4750 Cummerata PortPort Lenoreport, NM 64267-8164

Dear Phoenix Schiller,

I am excited to be applying for the position of donor relations director. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for administrative support for other Donor Relations programs managed by the team including: capital project donor stewardship, professorship donor stewardship, and donor milestone recognitions (birthdays, condolences, etc.).

My experience is an excellent fit for the list of requirements in this job:

- Experience with desktop computer skills and office software applications such as Word, Excel, Power Point
- Demonstrated excellence in teamwork and project management
- Experience in the field of Donor Relations
- Information management experience with Blackbaud and/or other large database systems
- Experience working with Tessitura, Raiser's Edge, Millennium or similar fundraising data management system preferred
- Experience in CRM software and Microsoft Office Suite
- Proficiency with Microsoft Suite of software programs, particularly Word and Excel
- Professional demeanor, innovative thinker, confidence, good interpersonal skills, highly organized and disciplined, relates easily to a wide range of groups

Thank you for considering me to become a member of your team.

Sincerely,

Sutton Sipes