

Donor Relations Director Cover Letter

27496 O'Connell Mission New Lorita, NE 91486-5519

Dear Riley Sauer,

In response to your job posting for donor relations director, I am including this letter and my resume for your review.

In the previous role, I was responsible for feedback to program leadership regarding overall fundraising strategies that originate in the Office of Gift Planning, including partnerships with fundraisers in central major gifts and in academic units.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Build strong relationships with assigned Business Units and implement targeted programming to ultimately serve as a strategic event partner
- Work closely with Business Unit AVPs to ensure all unit and Division fundraising goals are accomplished through the execution of each event
- Seek to constantly improve upon our events capabilities
- Significant donor and volunteer experience preferred
- The Associate should have development experience in a non-profit organization, with preference to those in higher education
- Excellent grammar and word usage
- Computer literacy including Microsoft Office a requirement with knowledge of Raiser's Edge helpful
- Highly reliable and professional in both personal and professional life

I really appreciate you taking the time to review my application for the position of donor relations director.

Sincerely,

Corey Rolfson