Downloaded from <https://www.velvetjobs.com/job-descriptions/donor-relations-director>

# Example of Donor Relations Director Job Description

Our growing company is searching for experienced candidates for the position of donor relations director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for donor relations director

* Serve as a member of the Advancement Leadership team working closely with the Vice President of Advancement, Executive Director of Alumni Engagement and Annual Giving, and the Director of Major and Planned Giving
* Work closely with the Associate Director of Stewardship to create and deliver accurate and meaningful reports to donors or their designees for endowed funds or special gifts
* Develop the annual report for the Vice President of Advancement and the President including an honor roll of donors
* Design and disseminate customized solicitation strategies targeting organizational objectives and donor interests in partnership with cross-departmental teams
* Explore new and creative platforms, formats and content for conveying the impact of giving to donors
* Serve on university committees and act as resource to colleagues in relevant areas
* Ensures accuracy, quality and timeliness of information and records related to gift/fund reports and acknowledgement letters
* Manage staff who assist in executing the goals and objectives of the Donor Relations Program
* Provide oversight and create mechanisms to ensure that expenditure of gift funds meets donor intent
* Provide strategic leadership and oversight for donor recognition activities and benefits that provide high-impact and personalized opportunities and are received in a timely, efficient, and appropriate manner

## Qualifications for donor relations director

* Proven track record in managing a team and motivating, coaching and counseling team members
* Excellent analytical, writing and editing skills in order to prepare reports and correspondence in appropriate tone, style and format
* Extensive proficiency in MS Office Suite
* Knowledge of data entry processing (to allow for effective quality control of data entry and caging operations)
* Experience with staff training and designing training programs for staff and vendors
* Strong interpersonal and communication skills, written, verbal, and record keeping