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# Example of Donor Relations Director Job Description

Our growing company is looking to fill the role of donor relations director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for donor relations director

* Assist in the conceptualization and implementation of events that recognize and celebrate donors, including campaign events
* Works closely with the Corporate Campaign and Major and Individual Giving teams to acknowledge and steward individual and corporate donors
* Creates cultivation plans for the Women’s Leadership Luncheon, Gridiron Gala and other organization thought leadership and fundraising events
* Recommends and facilitates on- and off-campus publicity of major gifts and donors with the department of Marketing and Communications
* Prepare endowed fund reports and ensure they are mailed in a timely manner
* Development writing for publications, the web, as needed
* Maintain appropriate records on all prospects and donors
* Execute a highly detailed segmentation plan for Leadership Circle mailings and emails
* Plan and implement key University events such as the President’s Dinner
* Develop external reporting and communications, including but not limited to, annual endowment reports for all endowed funds with living points of contact

## Qualifications for donor relations director

* Recognize and adhere to the Donor Bill of Rights as prescribed by the Association of Fundraising Professionals
* Experience in a college athletics setting specifically with fundraising or ticket sales/operations, or transferable related experience in marketing, public relations, alumni relations or sales, or equivalent combination of education and experience
* Interest in and passion for the ELS mission
* Minimum of seven years of effective and relevant work experience in broad development is required
* Orientation to jump in and quickly take on work when urgent needs arise, planning and executing special projects as needed
* 8+ years direct experienced preferred