



Example of Donor Relations Director Job Description

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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

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