



The Steppingstone Foundation Position Description

Position Title: Manager of Donor Relations

Reports to: Chief Advancement Officer

Position Summary:

The Manager of Donor Relations will support the strategic planning, coordination, and implementation of a thoughtful and creative donor relations plan to serve the needs of The Steppingstone Foundation's frontline fundraisers: the President, Chief Advancement Officer, and members of the board of directors. Through this position, Steppingstone will better retain, expand, and impact current and future donors at all levels through recognition, engagement, gift acceptance and acknowledgement, and stewardship and reporting. The Manager of Donor Relations will be a driving force in keeping stewardship top of mind to better enable fundraisers to focus on raising the philanthropic investments so crucial to Steppingstone's future.

Under the direction of the Chief Advancement Officer, this person will help to determine the best strategies for effective stewardship of donors; maintain ongoing and active networking with internal and external constituencies; and manage recognition activities. This position will also work closely with the Director of Events & Donor Engagement.

Responsibilities

Designs, documents, and implements a systematic and integrated donor relations program that encompasses stewardship reports, donor recognition events, etc. Proactively supports the stewardship responsibilities of the development staff by assisting them in establishing and coordinating individualized stewardship plans for donors. Identifies opportunities and executes plans for increased donor recognition and stewardship engagement. Ensures stewardship activities are updated and tracked.

Researches and writes individually tailored stewardship reports to donors on the impact of their gifts to funds including the campaign and endowment.

Working with the Advancement Associate, manages special acknowledgement process for top donors to ensure timeliness of these acknowledgements and writes special, individualized acknowledgement templates for major donors.

Partners with the Donor Communications Associate and works with outside contractors on the recognition of donors in both print and web-based publications. Works with the Donor Communications Associate on materials designed to engage, educate and steward current and potential individual donors including the annual case for giving, the annual report, bi-annual newsletter, website and electronic media content and materials as needed to support and upcoming campaign. This position will also support the Director of Foundation & Corporate Relations with stewardship of institutional donors as needed.

Manages annual appeal strategy and works with the Donor Communications Associate on production and mailing. Writes communications as needed, such as emails and update letters. Must have the ability to write in different “voices.”

Works with Director of Events & Donor Engagement to determine entry events for prospective donors as well as specific follow-up strategies for event attendees.

Streamlines and manages information tracking processes regarding special acknowledgements, recognition, on-going communications, and the continued cultivation of past and current major donors to enhance their relationship with Steppingstone and increase the likelihood of continued contributions. Develops procedures across the team to ensure a comprehensive donor relations program.

Other related duties as specified by the Chief Advancement Officer.

Qualifications

- Bachelor’s Degree with 5+ years’ experience in Development, Stewardship, Development Communications or related field.
- Cross-cultural sensitivity and experience working with diverse populations
- Demonstrated commitment to educational equity and college access
- Previous experience with donors is mandatory.
- Excellent verbal and written communication skills are essential.
- Proven skills and ability to manage multi-phase projects from inception to completion, including the ability to build consensus among team members, manage projects simultaneously, balance multiple concurrent priorities, and a willingness to meet unexpected demands.
- Adept at problem solving and using judgment in situations requiring independent initiative and tact.
- Superior organizational skills with great attention to detail, follow through and tracking.
- Focused and goal-oriented, with a high level of initiative and energy.
- Ability to maintain high level of confidentiality.

To Apply: Please email your resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at jobs@tsf.org. Applications will be reviewed on a rolling basis. Please include **“Manager of Donor Relations”** in the subject line of your email. Resumes without a cover letter will not be considered.

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