

NOW RECRUITING

HUMBOLDT AREA
FOUNDATION

Donor Relations Manager



HUMBOLDT AREA
FOUNDATION



is now accepting applications for a

Donor Relations Manager

This is a full-time position based at our Crescent City or Bayside office with regular travel between offices. The hiring range is \$21.12-\$23.77/hour, plus health and retirement benefits, paid vacation, holiday and sick time as well as other generous benefits. Remote work is currently required and the position may include some evening/weekend work hours.

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As Manager of Donor Relations, you will be responsible for supporting the care and maintenance of relationships with regional donors, supporting a world-class donor experience through exceptional donor stewardship. As a professional you bring proactive customer service skills and the ability to work as a key team member in engaging and assisting our donor community in their work with the foundation in service to our diverse communities.

As an integral part of the Advancement and Philanthropic Innovation team you will be working with the VP of Advancement and Philanthropic Innovation and the Director of Donor Relations and Development to build donor relationships and create and implement funds. Your responsibilities focus on supporting cultivation of new donors, developing and managing donor engagement processes and procedures, ensuring effective set up and execution of fund agreements, planning and managing donor events, and managing donor data collection, entry and analysis. You possess proactive customer service skills alongside a deep understanding, or capacity to learn, the myriad of issues that underserved communities face in our region, and can articulate those issues to donors while building and maintaining strong relationships. You have good interpersonal skills, a respectful attitude for the work of the foundation and our donor and grantees, and a demonstrated ability to work effectively as part of a team.

You will be responsible for managing logistics for meetings with community members including scheduling, preparation of presentations, notetaking and meeting venue set up. Timely and effective communication with donors, professional advisors and community members is a key responsibility, as is managing all donor-related events. You will be responsible for managing all donor engagement records and activity in the foundation's CRM, Raiser's Edge. You will work across teams with throughout the organization in both donor – related activities as well as organizational development efforts.

This position will remain open until filled, but the deadline to apply and receive priority consideration is 5 p.m. Sunday, May 2, 2021.