Donor Relations Manager

The Women's Center inspires and empowers women, men, and children to overcome violence, crisis, and poverty. We're seeking a full-time **Donor Relations Manager** to join our Development Team and develop and implement major gift and planned giving strategies for The Women's Center and The Women's Center Foundation.

Reporting to the Director of Development, you'll cultivate and solicit donors, manage a portfolio through the full donor gift cycle, and secure current and future support aligned with donor interests and organizational priorities. You'll work with the President/CEO, Director of Development, selected Board members, and staff to develop giving opportunities, prepare effective solicitations, and provide stewardship that honors donor intent.

Key Duties and Responsibilities

- **Manage the major gift program.** Develop and execute annual major gift and planned giving plans with the Director of Development. Identify and qualify prospects, conduct donor meetings, and personally solicit major gifts, multiyear commitments, and planned gifts.
- **Build the planned giving program.** Develop a planned giving prospect pipeline, manage the Legacy Society, and build relationships with professional advisors who can help donors explore charitable giving options.
- **Steward donors.** Implement individualized stewardship plans, including acknowledgments, personal contact, impact updates, and recognition. Fulfill gift agreements and donor restrictions and protect donor confidentiality.
- **Prepare and coordinate leadership.** Brief the President/CEO, Director of Development, selected Board members, and program leaders for donor meetings and solicitations, and coordinate follow-up.
- **Manage the pipeline and reporting.** Work with the Donor Database Manager to keep accurate donor records and provide monthly forecasts and reports on revenue, solicitations, qualified prospects, donor retention, and planned giving activity.
- **Collaborate across the agency.** Work with program leaders, Grants Administration, annual giving, events, and communications staff to develop accurate funding proposals and align donor outreach.
- **Support fundraising efforts.** Deliver presentations in community settings, provide materials for coordinated grant and fundraising requests, and support fundraising events as assigned.

Required Qualifications

- Bachelor's degree from an accredited college or university in business administration, marketing, communication, or a related field, or a combination of related experience and education.
- At least three years of progressively responsible fundraising experience, including direct responsibility for donor cultivation, solicitation, and stewardship.
- Demonstrated success personally soliciting and securing major gifts and managing a donor portfolio through the full donor gift cycle.
- Working knowledge of major gift and planned giving practices, including prospect qualification, gift documentation, donor restrictions, and stewardship.
- Strong listening, writing, presentation, relationship-building, and follow-through skills.
- Knowledge of donor database systems (Raiser's Edge) and Microsoft Office, with sound judgment regarding confidential donor and prospect information.
- Ability to use donor data to set priorities, forecast results, and evaluate fundraising progress.
- Access to reliable transportation, a valid driver's license, automobile insurance, and willingness to use a personal vehicle for agency business as requested.

Preferred Education and Experience

- Advanced degree in a relevant field.
- Experience securing planned gift commitments and managing a legacy giving program.
- Experience soliciting gifts for an affiliated charitable foundation.
- Experience using Raiser's Edge.
- CFRE credential or relevant advanced education.

Schedule and Work Requirements

This is a full-time, salaried (exempt) position with no direct reports. It requires 40 hours per week; Monday - Friday with occasional extended evening and weekend work as duties require. Travel is primarily local for donor meetings and agency activities; occasional travel outside the local area and overnight travel may be required. The position frequently involves lifting or moving up to 25 pounds and occasionally up to 40 pounds.

E-mail resume and cover letter to: chuffman@wctc.org
SUBJECT LINE: Donor Relations Manager
NO PHONE CALLS PLEASE

The Women's Center is committed to maintaining an environment which is free of discrimination, harassment, or retaliation on the basis of race, color, religion, sex, age, disability, or any other status protected by federal, state, or local laws. Accordingly, all Center employees are responsible for complying with this non-discrimination policy in the conduct of their jobs.