



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Job Title: Donor Relations Coordinator
Reports To: Senior Vice President of Philanthropy and Communications
Post Date: February 2022

SUMMARY:

The **Donor Relations Coordinator** is primarily responsible for providing support to and assisting the Philanthropy & Communications Department (PhilCom) in all of its fundraising activities, events, operations and administration. The responsibilities also include managing the implementation of donor stewardship activities including the advancement of annual giving programs, the solicitation and processing of gifts, gift acknowledgment, planning and preparing for meetings and events, drafting communications and donor reports, and researching new donor prospects. Also works closely with the Volunteer Captain Contractor to ensure the goals are achieved.

PRIMARY Duties and Responsibilities

Donor Relations

- Oversee, manage, and maintain comprehensive, accurate, timely and up-to-date donor, prospects, and gift records through donor management system
- Assist and support the PhilCom Department in developing and coordinating strategies and programs to promote major gifts, annual giving, monthly giving, sponsorships, grants, corporate giving and planned gifts
- In conjunction with the Senior Vice President of Philanthropy & Communication (SVPPC), create, manage and implement a successful annual giving program including the identification, qualification and stewardship of donors
- Work closely with Director of Marketing & Corporate Partnerships for targeted donor communication vehicles including appeals, materials, social media, videos and major event websites
- Manage the gift acknowledgment processes including the drafting of letters, periodic updating of messaging, in-kind donation management and special event related correspondence.
- Manage a comprehensive cultivation tracking system for all gifts utilizing the council's Raisers Edge database.

Special Events and Volunteer Coordination

- Provide support for special events, sponsorship payments, donations, silent auction solicitation, and maintains event website/information through event software.
- Oversees event registration.
- Assemble data, draft, and distribute post-event surveys, and summarize event results for internal review.
- Provides leadership to the Volunteer Captain Contractor who properly acknowledges and further engage volunteers, event attendees, and partners.
- In coordination with the SVPPC, keeps and updates annual corporate partner calendar (all fundraising deadlines)

EDUCATION AND EXPERIENCE:

Bachelor's Degree in business preferred; and two more years' experience in non-profit development and volunteer management; or Associate's Degree in business and at least one year of relevant experience in donor relations or fundraising; or equivalent combination of education and experience will be considered.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Must be extremely pleasant, personable and demonstrate integrity and honesty.
- Project management skills required.
- One year, at minimum in volunteer management.
- Able and willing to work evenings and weekends primarily for events (major and special) in align with department needs
- Proficient in using software including Donor Perfect, DonorSearch, QGiv, Constant Contact, Eventbrite and all Microsoft systems including Excel, Power Point and Microsoft Word

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

HOW TO APPLY

Submit Cover Letter **and** Resume to: hiring@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER