

JOB OPPORTUNITY

Posting Date: 11/04/09

Closing Date: 11/09/09

To be considered for the following position opening, you must submit a cover letter & resume to Human Resources by the above listed closing date.

POSITION AVAILABLE: Donor Relations Associate

LOCATION: Eugene Office – Public Policy & External Affairs

Pay Grade 6

JOB DESCRIPTION:

The Donor Relations Associate - facilitates research, identification, and cultivation for Holt's mid-level individual donor segment. Primary responsibilities include: identifying donor prospects; conceptualizing and conducting donor cultivations; directly soliciting contributions from prospects; identifying appropriate funding opportunities and preparing proposals and/or presentations; and maintain Holt's donor database by recording all appropriate donor cultivation activity.

This position will assist in the department's fundraising activities by working with the Vice President of Policy & External Affairs, Donor Relations Directors, Events staff, and other members of the Policy & External Affairs team in a coordinated strategy of donor solicitation and cultivation activities with the overall objective to increase the number of donors and associated gift revenue.

1. Builds relationships with donors by

contacting them by phone, email, mail, and personal visits. Will develop relationships with individuals within assigned mid-level donor segment, in support of Holt's programs for children worldwide.

2. Secures donation revenue by

Personally soliciting donors for gifts, with an objective to raise a minimum of \$250,000 annually. Manages existing donors and prospects systematically and efficiently to ensure fundraising potential is reached.

Manage assigned donors by planning and implementing a Moves Management strategic development plan to determine the optimal frequency, timing and type of contact with the

donor; the amount of gift and timing of the request; and any special information appropriate to making the donor feel appreciated and to encourage additional giving.

Donor presentations may entail traveling to assigned donors within the United States and possibly some international travel, which will include some periods of time away from home.

3. **Increase Holt's donor base by**
identifying and qualifying new donors as to their giving potential and determining the correct giving opportunities for them.
4. **Understand where donors are by**
working with Holt's database to track major/mid-level donor giving and activities. Demonstrates and applies computer/technology skills to enhance the fundraising process and maximize productivity. Conducts research of Holt databases and other sources of information, including internet research to prepare profiles of donors and prospective donors.
5. **Ensures proper acknowledgment of donors by**
managing the donor acknowledgement process for \$500+ donors and personally maintaining mid-level and major donor correspondence where needed.
6. **Processes information by**
maintaining Holt's donor database by recording all cultivation/ stewardship/solicitation/gift activities of donors and campaigns within direct responsibility areas. Completes monthly activity and planning reports. Maintains lists of major donor's at all mid-level and major donor-giving levels. Develops and submits reports on mid-level and major donor activity to P & E department.
7. **Supports fundraising efforts by**
collecting, summarizing, and transmitting Holt's International Program (IPD) quarterly reports, trip reports, child stories, and other information to Holt's Policy & External Affairs department to update the status of Holt's international programs. Works cooperatively with Holt's international programs, finance, and production to maintain and update written files and presentations on funding opportunities for donor's consideration.
8. **Become part of the Public Policy & External Affairs team by**
working with other department staff on projects assigned by the Vice President of P&E and accomplishing related results, which are effectively tied to budget forecasts. Facilitating team skill development by providing clear, behaviorally specific feedback, and by making or eliciting specific suggestions for improvement in a manner that builds confidence and enhances results.
9. **Contributes to team effort by**
Exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, and inter and intra departmental requests; Seeing beyond own tasks to help fulfill the organizational goals.
10. **Contributes to a positive, productive work environment by**
Meeting attendance and punctuality guidelines and pre-arranging time off with appropriate

notice; treating all people with dignity and respect; and exhibiting good listening and comprehension skills including giving and welcoming feedback.

QUALIFICATIONS AND JOB-EVALUATION DOCUMENTATION

KNOWLEDGE: Experienced in the development process with 5 years of a proven track record working with major/mid-level donors preferred. Must be skilled in word processing, data processing, and Microsoft Office programs. Must understand the principles of philanthropy and have a good understanding of donors. Some knowledge of estate planning process is beneficial. Position requires proficient writing skills, including knowledge of English, spelling, punctuation, and composition. Need to write persuasively and creatively, tailoring the message to different audiences and media, using appropriate tone and style that are aligned with Holt's core message and brand.

SKILLS: Will work independently in a team environment with moderate daily contact with direct supervision. Requires taking the initiative in making contacts with donors. Need to have strong people skills and be able to instill confidence in others quickly. Premium placed on strong telephone solicitation skills.

INFORMATION PROCESSING: Displays working understanding of computer programs (Excel, Word, Access, Holt's database system, and other software applications as necessary. Conduct research on donors, reporting and analyzing data and drawing conclusions that will develop donor relationships and increase giving levels.

SCOPE OF RESPONSIBILITY: Ability to work independently. Ability to manage assigned mid-level donors and achieve revenue goal to fund Holt International programs and needs. Strong satisfaction from raising money and making new friends.

INTERPERSONAL COMMUNICATION: Ability to work well with other employees and to exercise good judgment, courtesy, and tact in contacts with employees and the public.

IMPACT OF RESULTS: Accurate and timely results in raising money, attracting new donors and contributing to meeting Holt's donation goals which fund Holt's international and domestic programs.

DESCRIBE CONTROLS: Vice President of Policy & External Affairs provides direction and reviews work for effectiveness, accuracy and results obtained.