

DIRECTOR OF DONOR RELATIONS

Posting Date: 02/24/10

Closing Date: Open Until Filled

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

LOCATION: OPEN (TBD by US regional donor portfolio. Areas include but are not limited to NE, MW, San Francisco Bay Area)

DEPARTMENT: Policy & External Affairs

REPORTS TO: Associate VP of Major Gifts

2-10

JOB DESCRIPTION:

Develop and maintain long-term, effective relationships with a portfolio of individuals, foundations, churches and corporations capable of providing significant financial resources to further Holt International's programs for children.

Provide existing and prospective donors with a deeper understanding of Holt's mission, creating opportunities to match their giving interests with various Holt programs. Build relationships and encourage donors to increase current giving levels. Communicate with assigned donors as needed in order to maintain donor interest.

Primary Responsibilities: manage relationships with existing donors; identify donor prospects; conceptualize and conduct donor cultivation; directly solicit contributions from donors and prospects; identify appropriate funding opportunities and prepare proposals and/or presentations; and update Holt's donor database by recording all appropriate donor cultivation activity.

1. Build relationships with donors by

contacting them by phone, email, mail, and personal visits. Develop relationships with individuals, churches, foundations, corporations, and community groups, within assigned portfolio of major donors, in support of Holt's programs for children worldwide.

2. Secure donation revenue by

personally soliciting donors for gifts, with an objective to raise a minimum of \$1,000,000 annually. Manage 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 will entail donor visits and travel in assigned locations across the United States.

3. **Increase Holt's donor base by**
following up on leads, networking through current donors to locate new giving prospects, and potentially participating in public speaking engagements and events that spread the word about Holt's mission.
4. **Create donor interest in Holt's programs by**
asking questions and listening to donors, to explore and then identify specific giving opportunities for them. Coordinating Focus Teams and facilitating major donor events, as assigned.
5. **Maintains credibility with donors by**
performing agreed-upon follow up activities in a timely manner.
6. **Increase donor giving potential by**
providing donors information in the areas of planned giving and donations of non-cash assets.
7. **Process information and maximize productivity by**
maintaining Holt's donor database by recording all cultivation/ stewardship/solicitation/gift activities of donors and campaigns within direct responsibility areas. Apply computer/technology skills to enhance the fundraising process, working with database to track major donor giving and activities, and completing monthly activity and planning reports.
8. **Communicates Holt's mission and funding opportunities by**
displaying awareness and flexibility in communication style and approach as necessary to effectively meet each donor's needs. Ability to be effective in public speaking engagements to various audiences as well as one on one with donors.
9. **Contribute to department team effort by**
coordinating with other Policy & External Affairs staff to maximize results. 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. Accomplishing related results, which are effectively tied to budget forecasts. Uses the influence of Board members, President & CEO, Associate VP of Major Gifts, Vice-President of Policy & External Affairs, and other Holt staff as appropriate by including them when making key calls on prospective and current donors.
10. **Contribute 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.

11. **Contribute 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 fund development process with at least 5 years of a proven track record; working with major donors preferred. Must understand the principles of philanthropy and have a good understanding of donors. Knowledge of estate planning process is beneficial. Position requires proficient writing skills, including knowledge of English, spelling, punctuation, and composition. Need to be familiar with word processing, data processing, and Microsoft Office programs. Able to communicate orally and in writing 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: Ability to work independently, having little daily contact with direct supervision. Display continual organized drive in achieving fundraising goals. Ability to analyze goals and implement appropriate solutions. Have strong people skills and able to instill confidence in others quickly. Enjoy travel and networking in new environments. Strong satisfaction from raising money and making new friends.

SCOPE OF RESPONSIBILITY: Lift and acquire funds for Holt International programs and needs. Set up and execute major donor involvement with funding activities and events.

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

IMPACT OF RESULTS: Accurate and timely results with increased giving to build Holt's international and domestic programs by presenting the goals and vision of Holt International's services to major and prospective donors.

WORKING/ENVIRONMENTAL CONDITIONS:

This position will be based in the United States and requires frequent local, regional and national domestic travel. Ability to travel internationally is desired. Ability to sit, stand and work at a computer in an office setting or during travel as required.

CONTROLS: Associate VP of Major Gifts provides direction and reviews work for effectiveness, accuracy and results obtained.