

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER

Manager of Development Operations and Donor Relations

Reports To: Development Director
Date: 06/2017

Department: Development
FLSA: Exempt

POSITION SUMMARY

The Manager of Development Operations and Donor Relations is responsible to build strong donor relationships with current and prospective donors through effective appeals and events. In addition, the MDODR is responsible for the smooth and efficient operation of the Development Department and collaborations with other departments and Ministries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrates, exemplifies and supports the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Cultivate, maintain and manage relationships with prospective and current donors.
- Responsible for all time and attendance administration for the Development department.
- Develop and implement a donor relations training program for staff.
- In collaboration with ministry directors, work with mail houses to design, develop and ensure accuracy of all aspects of all appeal materials.
- Ensures all invoices are accurate, approved and paid in a timely manner.
- In conjunction with Development Database Manager and Finance Department, ensure a smooth flow of donation information between Development and Finance Offices.
- Ensure all appeals are responded to according to Development Department guidelines.
- In collaboration with the Special Events Manager, provide assistance for special and third party events as requested.
- In conjunction with Special Events Manager and Data Team Leader, coordinate mailings for events.
- Assist in providing support to employees and donors in the Directors absence.
- Comply with Province and ministry policies, procedures, guidelines and standards.

DIRECT REPORTS: Development Data Processors

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work in a faith-based organization with an appreciation for donor relations
- Ability to work independently and with a team.
- Professional demeanor and appearance
- Excellent time management, problem solving, interpersonal, organizational, and verbal and written communication skills
- Computer Skills: Microsoft Word, Excel, Access and Raisers' Edge

EDUCATION, TRAINING AND EXPERIENCE

- Bachelor degree or equivalent experience required.
- 3-5 years prior experience in a non profit fund raising environment.
- Confidentiality regarding donors and clients information is required.

WORKING CONDITIONS

- Maintain a clean safe work environment
- Work a flexible schedule
- Ability to sit, stand, stoop, bend, and reach throughout the day
- Ability to lift up to 30 pounds
- May be required to use computer for extended periods of time throughout the workday
- Some regional travel may be required
- Standard office environment and office equipment

APPROVED BY:

Department Director/Date

Human Resources Director/Date

Job Description Review:

I have read, understand and will comply with the job description for the position Manager of Development Operations and Donor Relations. I further understand I may be required to perform job-related duties not outlined in the job description. The above is intended to describe the general nature and level of work performed by people assigned to this position. It is not intended as an exhaustive statement of duties, responsibilities or qualifications. The most recently dated job description on file in Human Resources Department will be considered the official job description.

Employee Signature/Date