

SEXUAL ASSAULT CENTER POSITION DESCRIPTION

Position: Donor Engagement Manager

Purpose: To help determine goals and strategies to increase donations that support the mission of the Sexual Assault Center

Reports To: Vice President Development & Marketing

Job Type:

Full-time: Monday-Thursday 8am-5pm, Friday 8am-2pm. Occasional weekends and evenings required for events.

Major Duties Include:

- Work with VP of Development and Marketing to create an effective major gift donor stewardship program
- Conduct donor analytics to identify high potential, new and lapsed donors within SAC's CRM
- Cultivate relationships with donors who have giving potential over \$5,000
- Create donor communication plans
- Create bi-annual donor reports
- Create and oversee Annual Campaigns and other special initiatives
- Attend regularly scheduled Development Team and All Staff meetings
- Other duties as assigned

Qualifications

- Experience writing donation appeals
- Experience working within the sexual assault or violence against women sectors is preferred
- Experience with donor databases
- Ability to work well independently and as a team member as well as take initiative and follow tasks through completion

Required

- Two to five years of nonprofit development experience
- At least two years experience with annual campaigns, making direct donor asks in person and/or over the phone, managing donor relationships and creating and overseeing special initiatives
- Support core mission and values of the Sexual Assault Center

SAC reserves the right waive any of the above qualifications dependent on work experience and other qualifying factors.

Competencies

- Extensive familiarity with fundraising
- Models trauma-informed approach and cultural humility related to client storytelling, supervision, and team/organizational wellness
- Exemplary oral and written communication skills and ability to proofread documents
- Comfortable asking for donations on the phone, virtually or in person
- Able to power through challenges
- Organized, detail oriented, and flexible
- Able to identify and respond to shifting priorities

- Utilize good judgement to navigate uncertainty and solve problems
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Knowledge in Canva, Venngage, Network for Good or Survey Monkey is a plus

The salary range for this position is \$50,000-\$60,000, depending on skillset, experience and education

Please submit resume and cover letter to HumanResources@sacenter.org

SAC values diversity and inclusivity. We welcome all applicants *regardless of race, color, national origin, age, gender, gender identity, sexual orientation, culture, ethnicity, religious and spiritual beliefs or practices, political views or affiliations, and abilities.*

SAC is an Equal Employment Opportunity employer.