



Job Description

POSITION: Donor Outreach and Stewardship Manager

DEPART: Resource Development

Reports to: Vice President of Philanthropy

Status: Full-time, Exempt

Updated: April 2017

JOB SUMMARY

Responsible for helping the department meet budgeted revenue goals through coordinating special events, soliciting corporate sponsorships, liaison with third-party fundraising programs, and developing cause-marketing relationships with local businesses. Responsible for developing and maintaining strong media contacts to implement the agency's public relations strategy.

Candidate should have demonstrated prospect identification, analysis and management experience. A natural leader/strong facilitator who thrives on generating interest and support for the organization and excels in management of volunteers and volunteer fundraisers. Proficiency with constituent management systems-provides oversight and strategic guidance to the Donor Database Administrator. Supports timely and donor-centered acknowledgement processes.

Performs in this position in accordance with the organization's expectations for animal care, teamwork and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

RESPONSIBILITIES

- Planning and execution of logistics for VBSPCA's signature events.
 - Draft and monitor budget of signature events.
 - Support event committees and steward volunteer leadership.
 - Maintain ongoing and current data of event attendance, budgets, project timelines, and other pertinent documents and reports related to the efficient production and delivery of professionally produced events.
 - Coordinate with Volunteer Director to secure and schedule volunteers for signature events.
 - Assist with the writing and editing of fundraising materials, including invitations to events, response devices, sponsorship recognition materials and others.

- Solicit corporate sponsorships, including the creation of solicitation materials and follow up. Oversee sponsor benefit fulfillment for all events.
- Secure and maintain relationships with corporations and individuals (donor partnerships), including correspondence, visits, and ongoing follow up contact.
- Oversee management of the donor database and donor relations
- Consult and build strong relationships with media contacts
 - Send finalized press releases
 - Be the primary contact for press
 - Coordinate press coverage, spokesperson interviews and logistics
 - Pitch VBSPCA success stories to the media
- Perform other duties as necessary to help development team meet annual goals.

KNOWLEDGE AND SKILL REQUIREMENTS

- Bachelor's Degree required
- Minimum 3-years related nonprofit fundraising experience with proven track record of planning and executing profitable large special events
- Demonstrated passion for and commitment to the VBSPCA's mission
- Ability to relate to all levels of highly diverse constituents
- Strong sense of initiative
- Excellent communications skills and attention to detail
- Proficient computer skills – experience with donor database and social media platforms preferred
- Valid driver's license
- Ability to function well as a team member

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Ability to be around animals and wildlife
- Ability to lift a minimum of 25 lbs
- Ability to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, reach with hands and arms, climb and balance, stoop, kneel, crouch and crawl
- Ability to handle stress
- Ability to use a computer and other standard office equipment
- Must be able to move throughout the building as needed throughout the day
- Must be able to work flexible hours, including evenings and weekends, in a fast-paced setting

To apply, please submit cover letter, resume, and professional references to
Kimberly.Sherlaw@vbspca.com