



Job Description: Donor Engagement Manager

Position Overview

The Donor Engagement Manager is directly responsible for securing sponsorships, donations, and funding for programs, special events, and ongoing Children's Cancer Connection needs, as well as retaining current donors by deepening relationships.

Essential Duties and Responsibilities

The Donor Engagement Manager will play a key role in engaging the philanthropic community in supporting the mission of Children's Cancer Connection by building networks of funders throughout Iowa, regularly meeting with prospective donors, and continually engaging current donors. This will include but is not limited to:

- Manage a set portfolio of donors within assigned territories across the state of Iowa, and on occasion, outside of state lines.
- Average minimum of 10-15 quality face-to-face meetings with current and prospective donors each month.
- Average minimum of 1-2 visits with each donor in assigned portfolio annually.
- Average minimum of 10 impact calls and/or notes each month.
- Average minimum of 4-6 major gift solicitations monthly (asks of \$1,000 +).
- Increase assigned portfolio dollars raised by 15% annually.
- Achieve 85% donor retention within assigned portfolio.
- Maintain all records in Children's Cancer Connection database.

Working with the Marketing and Programs teams, this individual provides regular feedback to the philanthropic community regarding Children's Cancer Connection programs and shares relevant stories through multi-channel communication.

Core Competencies

To perform this job successfully, an individual should demonstrate the following competencies:

1. **Mission Ownership** – Demonstrates understanding and full support of the mission, vision, and core values of CCC; can demonstrate those values to others; consistently behaves in accordance with the mission, vision, and core values. CCC's core values are: Purposeful, Accountable, Inspired, and Dedicated
2. **Team Orientation** – Demonstrates interest, skill, and success in team environments; places group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others.

3. **Time Management and Priority Setting** – Able and willing to focus time on tasks that are more likely to meet goals; uses time effectively and efficiently, eliminating roadblocks and projecting focus; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately attend to a broad range of activities
4. **Fundraising** – Thinks innovatively about new sources for funding; coordinates and executes venues for fundraising; is willing and able to ask others to contribute financially; coordinates fundraising with stewardship efforts
5. **Initiative** – Enjoys working hard; is action oriented; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
6. **Interpersonal Skills** – Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable.

Education and Experience

- Bachelor's degree in a related field and a minimum of three years of sales or nonprofit fundraising experience, or an equivalent combination of education and experience
- Highly organized, self-motivated, and self-monitored
- Strong verbal and written communication skills
- Desire to build and maintain strong relationships with donors, volunteers, families, and staff is a must
- Knowledge of CRM databases
- Proficient in MS Excel and other Office products

Supervisory Responsibility

This position has no direct supervisory role.

Work Environment

This job operates in a professional office environment, off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.

Position Type and Expected Hours of Work

This is a full-time, exempt position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 5:00 p.m. Evening and weekend work will be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected (approximately 10% - 15%).

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Children's Cancer Connection reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed. I understand that I may be required to work hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at will employee. I have the right to terminate my employment at any time and for any reason, and Children's Cancer Connection has a similar right.

Employee's Signature

Date

Supervisor

Date

Children's Cancer Connection is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Children's Cancer Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with their supervisor.