

Job Description: Donor Engagement Manager

Position Overview

The Donor Engagement Manager is directly responsible for securing sponsorships and funding for programs and special events, as well as retaining current donor 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:

1. Average 20 (twenty) quality face-to-face meetings with prospective donors each week with 50% resulting in asks within positions assigned range. Donors \$500+
2. Increase assigned portfolio net dollars raised by 15% annually.
3. Average 10 (ten) quality face-to-face meetings with current and/or lapsed donors weekly.
4. Achieve 85% donor retention within assigned portfolio.
5. Maintain meeting records in Children's Cancer Connection database.

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

Additional Skills and Competencies

To perform this job successfully, an individual should demonstrate:

1. Communication proficiency
2. Collaboration skills
3. Leadership
4. Organizational skills
5. Presentation skills
6. Teamwork orientation
7. Technical capacity
8. Time management

Supervisory Responsibility

This position has no direct supervisory role

Work Environment

This job operates in a professional office environment, off-site venues, and outside events areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Proficiency in MS Office is required. Knowledge of CRM's is preferred.

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 Monday through Friday, 8:30 a.m. to 5:00 p.m. Evening and weekend work frequently may 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%).

Education

The ideal candidate will have a Bachelor's degree in a related field, or a minimum of three plus years of sales or fund raising experience, or an equivalent combination of education and experience.

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 as directed by Children's Cancer Connection. 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.