



Donor Relations Officer Job Description

The Mat Su Trails and Parks Foundation is seeking a new Donor Relations Officer. This position will be 3/4 time with the opportunity to grow the position into a full-time position for the right candidate.

The Donor Relations Officer is the fundraising "chief of staff" to the Executive Director and the Board, with overall responsibility for the organization's fundraising programs - direct mail, events, monthly giving, and major gifts. The Donor Relations Officer provides overall development policy and strategic advice to the Executive Director and the board to further our philanthropic mission.

Responsibilities

- The Donor Relations Officer has overall accountability for developing, coordinating, and implementing the organization's Development Program
- Develops an effective development plan including overall fundraising, in collaboration with the Executive Director and the Fundraising Development Committee
- Provides hands-on management of implementation of the fundraising - development plan and budget to ensure that the organization's long-term and annual development plans and strategies are being met
- Provides overall development policy and strategic advice to the Executive Director and organization as a whole
- Coordinates prospect research
- Oversees the planning, scheduling, and budgeting of all appeals
- Works closely with the board and ED to cultivate donors
- Manages donor relations including acknowledgement letters and other correspondence, newsletters, special mailings, telephone and in-person contact
- Manages the donor database including ensuring the timely and accurate processing and acknowledgement of all donations
- Collaborates with the ED and Board on all outreach activities

Qualifications and key abilities

- Ridiculously Detailed Oriented
- Strong personal commitment to the development of the trails and parks
- Previous experience working in nonprofits
- Preferred ~ Minimum of three (3) years experience in fundraising/donor development
- Knowledge of fundraising management
- Demonstrated track record in the ability to successfully raise funds

- Relevant degree and/or equivalent educational qualifications
- Energetic and self-directed, with effective time management and organizational skills including the ability to deal with several priorities at the same time
- Strong analytical skills
- Excellent communications skills, both oral and written
- Computer skills including familiarity with word processing, database, and Internet
- A good sense of humor

Working Conditions

- Work primarily in an office environment
- May be required to work evenings and weekends during major campaigns and outreach events
- Occasional "field" work outdoors related to trail and park project promotions

Salary and Benefits

- This is a 3/4 time position. The salary range is \$35K to \$40K depending on experience.
- Mat Su Trails and Parks Foundation offers PTO up to 160 hours a year
- Simple IRA match up to 3% of salary, when eligible.

To Apply

To apply please submit a cover letter, resume', and three references. Applications due by February 19th, 2018. If you have any questions, please contact Stuart Leidner, Executive Director at 907-746-8757.