



Job Title	Donor Engagement Manager	Department	Development
Status	Exempt, Fulltime	Reports to	Director of Development

General Description

The Donor Engagement Manager reports to the Director of Development and is primarily responsible for managing a portfolio of individuals with special focus on gifts to support the Cliburn Endowment. The Donor Engagement Manager works with staff and volunteers for strategic major gift research, cultivation, and solicitation of prospects. Direct donor relationship and fundraising experience, a talent for building relationships both external and internal to the organization, and a proven track record in raising funds in the community are required. The Donor Engagement Manager will have experience working with nonprofit executives, boards, and donors.

The Donor Engagement Manager works independently, primarily offices remotely, and has workhour flexibility to accommodate occasional evening and weekend donor cultivation work. Travel as required. Gifts in support of the Cliburn’s endowment campaign (“Legacy Campaign”) will be the primary focus of the Donor Engagement Manager until the completion of the campaign.

Responsibilities

Fundraising

- Strategic major gift research, qualification, cultivation, solicitation, and stewardship of prospects.
- Maintain a portfolio of 30–40 prospects/donors and 75–100 prospects/donors in continual identification, research, and cultivation.
- Develop, plan, and conduct appropriate stewardship and communication activities, including personal visits with prospects/donors to assess philanthropic intent, interest in supporting programs, and giving capacity.
- Effectively support goals and manage a wide range of constituents and complex relationships.

Endowment

- Work with the Director of Development to plan and implement timely execution of donor campaign, prospect action plans, solicitation strategies, briefings, gift proposals, and solicitation follow up.
- Coordinate the Legacy Campaign Committee, including scheduling meetings, keeping committee meeting notes, following up on action items, etc. to ensure effective structure, engagement, communication, and any needed coaching for the committee members.
- Create and produce regular reports as needed.
- Help coordinate production and mailing of donor appeals and communications.
- Enter notes and maintain data integrity in Raiser’s Edge to ensure tracking of moves management practices.

Other

- Attend staff, development team, and other internal meetings.
- Perform other duties as determined by the Director of Development.
- Represent the Cliburn with a belief in its mission and importance to the community.

Education, Experience, and Attribute Requirements

- Bachelor’s degree required
- 5 or more years of professional fundraising experience
- Proficient in Raiser’s Edge and Microsoft Office Suite
- Strong writing and verbal communication skills
- Ability to plan, think strategically, and manage multiple projects and deadlines
- Ability to remain calm and level-headed under pressure
- Comfortable in all types of social settings and able to interact with a wide range of constituencies.
- Expertise and experience working with confidential and sensitive information.
- Able to prioritize & multi-task; be highly detail-oriented
- Excellent donor relationship skills
- Experience working with high level corporate volunteers and community leaders

*** Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn’s Mission ***