



DONOR RELATIONS MANAGER

This new position will work with our **Vice-President of Special Projects** to execute our annual giving plan assisting in key areas to help execute the organization's strategic plan. This position is focused on annual giving, donor relations and individual giving while helping to establish a continuum of giving based on individual's philanthropic interests.

Job Responsibilities

- Assist in the development and implementation initiatives for the acquisition of new donors
- Nurture existing donors for annual gifts; and identify opportunities to increase donation level through the Moves-Management philosophy.
- Establish and maintain personal contact and relationships with individual donors.
- Identify, qualify, cultivate, steward and secure annual fund level gifts from prospects not yet ready for major gift solicitation.
- Manage all gift acknowledgement and general correspondence, database management and maintenance, data analysis, and reporting; using Salsa CRM and Engage.
- Ensures accuracy of the donors biographical and giving information and other key donor information.
- Manage and implement all donor acknowledgement efforts including recognition programs and monthly web page updates.
- Working with Development team, identify, plan, and execute private donor events.
- Understanding the "best practices" of development principles as they pertain to annual giving.

Knowledge and Abilities

- Highly motivated, goal-oriented self-starter with the ability to prioritize and manage multiple tasks and responsibilities; a team player who can work independently and as part of a team.
- Entrepreneurial and creative approach to fundraising.
- Maintain a professional and friendly relationship with colleagues, donors, and external partners.
- Ability to effectively work in a demanding, fast-paced, and deadline-based environment.
- Able to efficiently develop and coordinate a variety of activities and programs, working effectively with other staff, volunteers, and donors.
- Excellent organizational skills and attention to detail, as well as the ability to manage time and adhere to deadlines.
- Evidence of strong initiative, flexibility, and ability to complete tasks in a timely manner.
- Works independently and thrives in a results-oriented culture of accountability.
- Excellent written communication skills required.
- Ability and willingness to travel as needed.
- Willingness and ability to perform all other duties as assigned, including weekends and evenings as needed.

Astronaut Scholarship Foundation (ASF) is an Equal Opportunity Employer. ASF does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.



Education & Experience

- Bachelor's degree in business, sales, communications, psychology, sociology, or other related field and/ or equivalent combination of education and experience
- Prior experience in not-for-profit, development or philanthropy department preferred.
- High level of computer literacy, including Word and Excel, database management, and experience with fundraising software are essential, Salsa a plus.

Salary Range: \$45,000-\$55,000

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