



JOB POSTING NOTICE

POSITION: DONOR ENGAGEMENT MANAGER
DEPARTMENT: DEVELOPMENT
REPORTS TO: CHIEF DEVELOPMENT OFFICER
STATUS: FULL TIME - EXEMPT
DATE: MARCH 7, 2022

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

The Donor Engagement Manager is a key member of the SPCA Serving Erie County's Development team, advancing the organization's leadership gift program. The Donor Engagement Manager is a highly skilled and results-oriented development professional with experience in major gift fundraising. The Donor Engagement Manager is responsible for managing and cultivating relationships with existing leadership donors, as well as identifying new prospects.

This position is an exciting and challenging opportunity for a highly motivated, energetic professional who is eager to participate in advancing the mission of the SPCA. An ability to empathize with donors and clearly communicate the mission of the SPCA Serving Erie County is key.

The successful candidate will:

- Produce and execute a coordinated and strategic program of identification, cultivation, solicitation and stewardship of leadership prospects and donors, with primary responsibility for individuals capable of making gifts of \$5,000 and higher.
- Develop and manage a donor/prospect portfolio of 50 – 100 individuals including face-to-face interactions, calls, asks, or other meaningful connections.
- Work collaboratively with the President & CEO, Board of Directors, key volunteers, and other Development staff members to find ways to match the strategic funding priorities of the SPCA with philanthropic interests of current and prospective donors.
- Promptly and appropriately acknowledge leadership gifts.
- Regularly document contacts and strategies through the use of Raiser's Edge, the in-house database for gift recording/reporting and all donor/prospect information. Adhere to the policies and procedures for accepting, recording, and acknowledging gifts.
- Prepare and furnish monthly reports on the ongoing progress of the leadership gifts program.
- Participate as a full member of the SPCA Development team, Development team meetings, select SPCA activities, and other staff meetings as appropriate.
- Participate in SPCA events to cultivate relationships with donors, prospects, key volunteers, and all internal partners.
- Participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree (or equivalent fundraising experience; 3 – 5 years minimum), ideally in fundraising, nonprofit or business administration, communication or other related field.
- Outstanding fundraising and relationship-building skills.
- Demonstrated success meeting fundraising goals and working with donor tracking systems.
- Demonstrated commitment to collaboration and leading collaboration. The ability to work well both independently and collectively with other team members and in managing multiple highly visible projects and priorities.
- Creative and entrepreneurial, with the ability to take initiative, work autonomously, and act with accountability.
- Excellent and mature judgment.
- Excellent communication and time management skills.
- Excellent interpersonal skills, including the ability to listen and interact effectively with a wide diversity of colleagues, donors, and volunteers.
- Ability to travel, including local and regional visits, and work occasional evenings and weekends.
- General knowledge of animal welfare industry is a plus.
- Demonstrated commitment to the mission and goals of the SPCA.

If you are interested in this position and meet the qualifications, please submit your resume to Julie Schultz, Human Resources at julies@yourspca.org.