

# Donor Relations Manager



**ABOUT US:** Ventures is a Seattle-based nonprofit that empowers aspiring entrepreneurs with limited resources and unlimited potential to improve their lives through small business ownership. We provide access to business training, capital, coaching and hands-on learning opportunities for entrepreneurs. We serve those in our community for whom traditional business development services are out of reach, with a focus on women, people of color, immigrants, and individuals with low income. Our ultimate goal is to support individuals to increase their income potential, achieve long-term financial stability, and provide for their families, and enrich their communities through small business ownership.

**WHAT IT'S LIKE TO WORK FOR VENTURES:** Ventures strives to provide impactful programs, while maintaining a healthy work-life balance and positive, team-oriented atmosphere. Our core values are Diversity, Integrity, Community, Empowerment, Innovation, and Client Success. Our team typically consists of 10-20 employees, plus a corps of contractors and volunteers, as well as an engaged Board of Directors.

**POSITION OVERVIEW:** The purpose of this position is to execute Ventures' annual campaign to generate fundraising revenue from individual donors and to support the Executive Director in cultivating and stewarding major donors.

**RESPONSIBILITIES:**

*Other duties may be assigned as needed.*

- Support the development of an annual plan for soliciting donations based on industry best practices and organizational resources;
- Identify and attend networking events that will help drive connections with potential donors; support the overall work of the Development Department in publicizing Ventures and attracting support; we expect this person to spend 5-10 hours per week attending networking events
- Coordinate all aspects of small and large scale fundraising events (2-4 per year);
- Work closely with Executive Director to develop long-term relationships with major donors with an emphasis on donor stewardship;

- Personally cultivate and steward a portfolio of major donors (who contribute \$500 or more per year);
- Steward relationships with all individual donors to Ventures by cultivating personal connections, sharing updates about our work, and promptly acknowledging all gifts
- Conduct “asks” for financial donations in verbal, written, and electronic settings;
- Work with marketing staff to develop print and electronic materials to support fundraising activities;
- Work closely with Associate Director to develop and monitor annual fundraising budget and expense tracking systems;
- Coordinate and motivate staff involved in the work of fund development to create a culture of philanthropy at Ventures;
- Support efforts by the Board’s Annual Fund Committee to energize and equip the board to fundraise;
- Integrate Ventures entrepreneurs in a respectful way into fundraising efforts by highlighting success stories, hiring clients as vendors for events, and etc.
- Serve as the administrator of the organization’s donor database (Little Green Light); create and enforce user conventions; train staff; configure settings; help troubleshoot problems; and
- Analyze donor giving trends and recommend appropriate, data-driven changes to the plan as needed.

**QUALIFICATIONS:**

**Knowledge of:**

- Fundamentals of nonprofit fund development and donor stewardship
- Fundamentals of event production

**Ability to:**

- Be resourceful and quickly learn how to do new things
- Manage teams with a range of strong personalities in order to accomplish projects
- Turn creative ideas into actionable plans, with goals, timelines, and tasks
- Manage and help plan complex events and campaigns
- Manage multiple levels of detail, from the vision to the tactical
- Communicate effectively and compellingly. Strong written skills desired.
- Understand and use databases related to fund development and

**Compensation Package**

Starting Rate: \$21 to \$25 / hr

*You will be eligible for performance-based raises on an annual basis.*

Medical and dental insurance

Medical Flexible Spending Account

403b Retirement Account

Subsidized ORCA pass

Annual professional development spending allowance

Work from home privileges

Generous paid leave

**Logistics**

- Schedule: Full-time 40 hours per week, variable schedule, some evenings and weekends
- Location: 2100 24<sup>th</sup> Avenue S., Ste 380, Seattle, WA 98144
- Desired Start Date: Nov. 1 or sooner
- Reports to Associate Director

event activities

- Understand and use programs and processes related to online giving
- Engage in and develop long-term relationships with organization donors
- Interact with compassion and understanding to our low-income clientele, coming from a range of backgrounds and cultures

### Experience & Education:

- Required:
  - Two to three years of successful experience in a role demanding initiative, creativity, resourcefulness, and attention to detail.
  - Direct involvement in a lead or support role in annual fund development campaigns
- Preferred:
  - Experience participating in direct “asks” for financial contributions on an individual level
  - Completion of a fundraising certificate or degree program
  - Experience working with vulnerable populations

### PHYSICAL DEMANDS / WORKING CONDITIONS

The employee must be able to operate a computer and other office equipment, speak and listen on the telephone, and accurately see and interpret columns of numbers.

### TO APPLY:

Please submit a resume and cover letter to:

[Brittany Kirk, Associate Director](#)

[bkirk@venturesnonprofit.org](mailto:bkirk@venturesnonprofit.org)

by September 12<sup>th</sup>. No phone calls please.

Please note - An employment offer will be contingent upon completion of a background check.

*This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.*

*Ventures is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law*