

## JOB DESCRIPTION

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Title: **Donor Relations Manager**

Reports To: Executive Director

% of Full Time: 25 hours per week

Compensation: \$23-\$25/hour DOE

### **PURPOSE:**

To facilitate relationships with community donors (those contributing between \$1-\$2499 annually). To maintain relationships with donors in the 29 Bellevue Public Schools.

### **RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

1. In partnership with the team, raise approximately \$650,000 through the development of relationships with parents and other community donors.
2. Recruit, train, and manage relationships with Ambassadors who promote BSF at each of the 29 public schools in Bellevue.
3. Manage all elements of the All in for Kids fall campaign, including direct mail, email appeals, Clickathon, Giving Tuesday and end-of-calendar year push.
4. Manage audience development for the *Spring for Schools* luncheon/virtual event, which raises ~\$950,000 for the organization.
5. Fulfill all components of Donor Recognition including the annual Donor Recognition Event.
6. Help produce emails and written documents targeted to soliciting donors during campaigns.
7. Steward existing donors, providing them with gratitude for their support and information about their donations.
8. Facilitate strong relationships between the Bellevue School District, PTSAs at all schools, and PTA Council.
9. Support efforts to recruit and steward Major and Corporate Donors.
10. Oversee the *Education Connections* parent education lecture series in cooperation with the District.
11. Approximately 10% of time is spent building relationships with and stewarding realtors and lenders in the Honor Roll Realtor and Lender program.
12. Actively participate as a positive member of the BSF team, meeting or exceeding team standards, including but not limited to the following:
  - a) Contribute willingly to every “all hands” projects.
  - b) Maintain accurate and complete information in the Donor Perfect database and hard copy files; use the team’s system for storing documents.
  - c) Attend and contribute to all staff meetings and other gatherings including, and especially, the annual staff retreat and Spring for Schools.
  - d) Respectfully accommodate colleagues’ requests and clearly articulate own needs essential to enabling one’s best contributions.
  - e) All other duties as assigned within the scope of the job description.

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**Required Knowledge, Skills and Abilities**

- A passion for education and strong interpersonal skills, as demonstrated by past professional experience.
- Ability to compose written materials at a professional level.
- A minimum of an undergraduate degree and two years' experience in an office setting
- Excellent verbal and written communication skills, especially grammar and story conveyance
- High attention to detail and accuracy, including proofreading
- Event planning experience a plus.
- Must be committed to and abide by a strict code of confidentiality.
- Proficiency in Microsoft Excel, Word and Outlook. Constant Contact or another CRM system preferred.
- Professional demeanor. Strong written, verbal and interpersonal communication skills
- Experience in non-profit fundraising a plus. Good judgment, initiative, problem solving, attention to detail, and ability to communicate with variety of staff, Trustees and donors.
- Ability to organize and prioritize work. Ability to work independently with little supervision.
- Currently existing relationships within the Bellevue School District are a major plus