

Lutheran Services Carolinas

Job Description

Job Title: Donor Relations Manager

Supervisor (title): Director of Development

Department: Development

Approved by: M Lura



Date: 5/07/19

Position Purpose/Summary:

The Donor Relations Manager is responsible for managing resource development communications, church relations, and special event duties as assigned.

Essential Functions: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Identifying and maintaining relationships with pastors and representatives in Lutheran churches across North and South Carolina and other churches as appropriate
2. Managing special emphasis months in congregations to include development and distribution of materials, promotion of the event, coordination of speakers, and public speaking engagements.
3. Developing and distributing congregational communications to include announcements for newsletters, e-news, bulletin inserts, prayer petitions, etc.
4. Managing logistics for all LSC special events to include statewide assemblies and gatherings, Shepherd Society dinners, open houses and dedication services, groundbreaking, and support of facility events as appropriate; staffing and/or speaking at such events as needed
5. Managing the annual LSC employee campaign appeal
6. Overseeing logistics for annual mail campaigns to include drafting appeals, designing appeals, and coordinating printing and mailing.
7. Creating and coordinating communications devices (articles, newsletters, videos, brochures, etc.) that promote, highlight, and enhance LSC's resource development efforts.
8. Assisting with implementation of capital campaigns, planned giving initiatives, and other special campaigns or fundraising events as assigned.
9. Overseeing the recruiting, deploying, encouraging, and monitoring of volunteer activity across LSC by congregations or other church groups to include responding to volunteer opportunity requests and coordinating volunteer events/days.
10. Budget analysis and recommendations for all costs related to donor relations including events, mail appeals, donor recognition items associated with annual giving and emphasis months, as well as analysis and recommendations for budget related to capital campaign communications and events as assigned; managing costs for donor relations items throughout the year.
11. Other duties as assigned.

Supervisory Responsibilities, if any:

Qualifications (Minimum Job Requirements):

Education: Four year degree

Experience: Two to four years of demonstrated experience in a resource development department or similar role.

Specific skills/abilities: Must be able to communicate clearly and accurately in written and oral communications. Excellent writing and proofreading skills are essential.

Specialized knowledge, licenses, etc.: Proficiency with computers and Microsoft software products including Word and Excel.

Preferences (Optional):

1. Knowledge of Publisher software and Raiser's Edge.
2. Knowledge of Lutheran theology, traditions, and structure.

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Willingness and availability to travel to facilities and events in North and South Carolina, including occasional weekend and evening work.
2. Office conditions apply. Sitting at desk and in front of computer screen for extended periods of time.
3. Must be able to bend, stand, stoop, and reach over head.
4. Ability to lift minimum 20 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.