

Lutheran Services Carolinas Job Description

Job Title: Donor Relations Specialist
Supervisor (title): Director of Donor Relations
Department: Development
Approved by: M. Lura  **Date:** 7/12/2018

Position Purpose/Summary:

The Donor Relations Specialist works closely with the Director of Donor Relations and performs a variety of duties in the areas of church relations, volunteer management, resource development communications, and special events.

Essential Functions:

1. Identifies and maintains relationships with pastors and representatives in Lutheran churches across North and South Carolina and other churches as appropriate (the LSC Champions program).
2. Assists with coordinating special congregational emphasis months for LSC month in NC (May) and LSC child and family services month in SC (November) to include developing theme and writing, designing, and distributing materials.
3. Assists with creating and distributing congregational communications to include newsletters, e-news, bulletin inserts, bulletin announcements, flyers, prayer petitions, etc.
4. Assists with coordinating and/or making church speaking engagements with assistance from other staff as needed.
5. Assists with handling logistics and attends church-related events including Synod Assemblies, Women of the ELCA, Men in Mission, Convocation, and similar gatherings as needed.
6. Participates in recruiting, deploying, encouraging, and monitoring volunteers across LSC to include responding to volunteer opportunity requests and coordinating volunteer events/days.
7. Coordinates LSC's resident family appeal mailing and supports other mail campaigns as assigned.
8. Participates in entering and managing data in the Raisers Edge donor database as it relates to church relations and volunteer activity.
9. Collaborates on the annual LSC employee giving campaign.
10. Maintains the LSC archives.
11. Supports the Director of Donor Relations by assisting with event and appeal logistics.
12. Other duties as assigned.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

N/A

Qualifications (Minimum Job Requirements):

Education: Bachelor's degree.

Experience: Previous experience in resource development functions and/or communications.

Specific skills/abilities: Demonstrated attention to detail. Demonstrated writing skills; including strong proofreading skills. Comfortable with public speaking. Proven ability in Microsoft Office products (Word, Excel, Power Point, Publisher).

Specialized knowledge, licenses, etc: N/A

Preferences (Optional):

1. Knowledge of Lutheran theology, traditions, and structure.

Working Conditions/Physical Requirements:

1. Office conditions apply; sitting at desk and in front of computer for extended periods of time.
2. Willingness and availability to travel to facilities and events in North and South Carolina, including occasional weekend and evening work.
3. Occasional bending, stooping, reaching, and lifting.

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.