

**Lutheran Services Carolinas, Inc.  
Personnel Position Description**

Approved By:



Date Issued:

11/25/2013

Date Revised:

**TITLE: DONOR RELATIONS SPECIALIST**

**DEPARTMENT: RESOURCE DEVELOPMENT**

**RESPONSIBLE TO: DIRECTOR OF DONOR RELATIONS**

**JOB DESCRIPTION:** The Donor Relations Specialist works closely with the Director of Donor Relations and assists with duties in the areas of resource development communications, church relations, and special events.

**JOB ANALYSIS:**

- A. Regular duties: The Donor Relations Specialist will work in collaboration with other members of the Resource Development team to support the mission of Lutheran Services Carolinas, and is responsible for a wide spectrum of resource development assignments to include:
- \*1. Assists with identifying and maintaining relationships with pastors and representatives in Lutheran churches across North and South Carolina and other churches as appropriate (the LSC Champions program).
  - \*2. Helps coordinate special emphasis months for LSC child and family services in NC and SC and senior services in NC, to include assistance with writing, editing, and distribution of materials.
  - \*3. Assists with congregational communications to include newsletters, e-news, bulletin inserts, prayer petitions, etc.
  - \*4. Provides assistance for LSC special events to include statewide assemblies and gatherings, donor recognition events, open houses and dedication services, groundbreakings, signature fund-raising events, and support of facility events as assigned.
  - \*5. Provides support for the annual LSC employee campaign.
  - \*6. Helps write, edit, and distribute communications devices (articles, newsletters, videos, brochures, etc.) that promote, highlight, and enhance LSC's resource development efforts.
  - \*7. Assistance with mail campaigns and other mailings as assigned.
  - 8. Assistance with entering and managing data in the Raisers Edge donor database to maximize analysis of appeals, events and church relations, and for other purposes as needed.
  - 9. Other duties as assigned.

\*Denotes essential functions

General:

1. Understands the uses of office equipment.
2. Maintains confidentiality.
3. Utilizes safety standards and maintains a safe environment.
4. Maintains cordial and tactful relationships with donors, residents, families, business contacts and staff.
5. Completes other duties as may be necessary for the orderly operation of the department.

QUALIFICATIONS:

A. Education/Certification Requirements:

1. Required:

- a. Four year degree
- b. Demonstrated writing ability
- c. Demonstrated attention to detail
- d. Proficiency with computers
- e. Experience with or willingness to learn Microsoft Word, Publishing, mail merge functions, Excel and basic database functions
- f. Willingness and availability to travel to facilities and events, including occasional weekend and evening work

2. Preferred:

- a. Previous experience in resource development functions and/or communications
- b. Knowledge of Lutheran theology, traditions, and structure
- c. Comfortable with public speaking.

B. Physical Requirements: The following is a listing of physical requirements for the person noted above. Each requirement relates to portions of the accompanying "Job Description" or stipulations of the North Carolina Division of Facility Services:

1. Vision of sufficient acuity to read typed (elite) materials.
2. Hearing ability to understand verbal communication in person or by telephone.
3. Ambulatory throughout all areas of the organization.
4. Able to read and write English sufficient to understand business correspondence and policy statements and write English in complex and compound sentences in past, present, and future tenses using adjectives and adverbs.
5. Able to speak English clearly with appropriate phrases and emphasis, correct pronunciation in proper word order using past, present, and future tenses.
6. Manual dexterity sufficient to operate office equipment.
7. Ability to lift items of moderate weight as required for events.
8. Free of tuberculosis.

C. Equipment Operation: Persons who hold this position should have the knowledge and technical skills to operate the following equipment:

1. Copy and fax equipment
2. Telephone console

3. Computer – Microsoft Office

The information above states requirements for persons who hold the position described. All staff members are additionally expected to fulfill performance and personal standards described in the personnel manual.

By signing below, I acknowledge that I have read, understand, and agree to the above descriptions, statements and limitations. Any specific job duties will be listed on a separate page and attached to this signed job description.

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager*

\_\_\_\_\_  
*Date*