

Donor Relations Director, Region II (East Bay, South Bay and Peninsula)

Reports To:	Vice President of Development
Department:	Development
Supervises:	N/A
FLSA Classification:	Exempt
Salary:	\$105,000-\$110,000 Annually
Date Updated:	May 2023

Job Description

General Summary:

General Summary: The Donor Relations Director, Region II works closely with the Chief Development Officer and the CEO to develop, implement and manage strategies for two key areas in the Development Department: 1) **the major gift donor program** by identifying/qualifying, cultivating, soliciting and stewarding major gift prospects/donors and 2) **the planned giving program**, in coordination with the major gift program, by identifying legacy prospects and providing them with the information and communication they need to become qualified leads, in order to become members of the Hanna Legacy Society. The goals of these programs are to meet short and long-term financial and fundraising goals of the Center. ***This hybrid position will be focused on retaining and growing donors in the East Bay, South Bay and Peninsula; travel to Sonoma will be required twice a month and for any all-staff trainings.***

Principle Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Create, integrate and implement short, intermediate and long-term individual major gifts donor strategies by:
 - Identifying major gift prospects, through research and screening, measuring both their capacity and inclination to give

- Cultivating major gift prospects and building/managing relationships with them using various means of communication, with private meetings (and visits to Hanna) having the highest priority. Help donors accomplish their philanthropic goals and ambitions through a relationship with Hanna Center
- Develop a major gift soliciting strategy, evaluating the donor's gift interests and level of giving in order to make a successful "ask"
- Support the development of the CASE (strategic funding requests) based on short, intermediate, and long-term funding goals of the organization for high net worth individuals
- Make an Ask – Secure major gifts at the \$1,000 (minimum) to \$100,000 (or more) level for the Annual Fund with the goal of meeting annual major gift funding goals.
- Manage systems and software (Blackbaud Raiser's Edge NXT) to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Assist the board and other staff with their solicitations (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Track and report progress using specific metrics
- Plan and implement funding campaigns, events and activities (volunteer experiences, tours, receptions, etc.) for individual major gift donors using existing activities, as appropriate
- Execute major gift materials, including briefing memos, proposals and stewardship materials
- Acknowledge major donors through public and private recognition
- Monitor weekly, monthly, quarterly and annual activity to achieve major gift revenue goals
- Assist with review and verification of major gift donor recognition lists for the Annual Report
- Track and report relationship management activities using the NXT program, including identification, qualification, cultivation, solicitation and stewardship of prospective and current individual major donors

Planned Giving Program

- Identify planned giving prospects and communicate by various means the need and opportunities to make legacy gifts to Hanna

- Follow-up with planned giving qualified leads enrolling them in the Hanna Legacy Society

Qualifications

- Bachelor's degree; Advanced degree preferred;
- 4+ years of nonprofit fundraising experience, major gift experience required;
- Demonstrated ability to meet financial goals for major gift giving;
- Demonstrated ability to think strategically and creatively;
- Demonstrated ability to persuade others;
- Show a history of successful asks;
- Ability to multi-task, meet deadlines, and work with minimal supervision;
- Strong writing, oral and presentation communication skills;
- Intermediate to advanced Microsoft Office Suite computer skills.
- Experience with Blackbaud RE NXT, constituent relationship management system;
- Attention to detail and strong project management skills;
- Ability to work as part of a team;
- Professional attitude and appearance;

Physical Requirements

Ability to sit for extended periods of time and the ability to manage repetitive hand/wrist movements while using a computer keyboard and/or the phone. Ability to bend, squat and stoop. Ability to drive. Ability to travel. The ability to lift and/or carry up to 20 lbs., occasionally.

Affirmative Action/EEO statement

Hanna is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org