



Donor Relations Director

Reports To:	VP Program Development and Advocacy
Department:	Development
FLSA Classification:	Exempt
Salary:	\$85,000-\$100,000 Annually
Date Updated:	July 2024

Job Description

Summary/Objective

The Donor Relations Director works closely with the Vice President of Advancement and the CEO to develop, implement and manage strategies for two key areas in the Development Department: 1) **Major Gift Donor program** by identifying/qualifying, cultivating, soliciting and stewarding major gift prospects, new and existing donors and 2) Promote Hanna's **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 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 in-person position will be focused on retaining and growing donors in the Bay Area.***

Principle Duties and Responsibilities

Reasonable accommodation 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 prioritizing in person meetings and tours of Hanna Center's campus. 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 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 providing portfolio development support, strategic counsel, and help with donor communications.
- Track and report progress toward annual goals using specific metrics
- Plan and implement funding campaigns, events and activities (volunteer experiences, tours, receptions, etc.) for donors using existing activities and innovative experiences 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 activities to achieve individual and team 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 RE-NXT program, including identification, qualification, cultivation, solicitation and stewardship of prospective and current individual major donors

Planned Giving

- 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

- 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

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

Work Environment

- Typical office environment. Based on business needs, your responsibilities may require offsite meetings, conferences, or training.

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