

# MARION COMMUNITY FOUNDATION

## JOB DESCRIPTION

Position Title: Donor Relations Manager  
Position Supervisor: President & CEO  
Position Location: Marion, Ohio

**Organization Overview:** Marion Community Foundation is dedicated to making an impact on our community by continually improving the Marion community through philanthropy, leadership and civic engagement. We were created and are growing because of donors who seek a generous, educated, healthy, collaborative, and vibrant community.

**Position Overview:** We are seeking a Donor Relations Manager to develop and lead a comprehensive development program to help achieve the foundation's vision and goals. The Donor Relations Manager reports to the President & CEO.

**Primary Areas of Focus and Responsibilities:** The Donor Relations Manager will be responsible for planning and implementing a comprehensive donor relations program that includes fund development, stewardship, major gifts, planned giving, special events, marketing and communications.

- Work with the President & CEO, staff, committees, and the Board of Directors to develop, implement and evaluate a comprehensive development and marketing strategies and goals.
- Identify and cultivate relationships with gift and fund prospects and steward existing donors.
- Facilitate the establishment of funds in the foundation to achieve donors' charitable objectives, foundation's goals and community needs.
- Manage and lead the marketing and communications staff, providing guidance, training, and support as needed.
- Oversee the development and implementation of an effective donor communications and marketing plan. Specific duties may include written and electronic publications, website, social media, donor events, presentations.
- Manage donor records including writing fund agreements.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- Stay up to date on trends in philanthropy and seek new development strategies that support and align with the foundation's vision.

### **Qualifications:**

- Strong interpersonal and speaking skills conducive to networking, building relationships and making presentations.
- Self-motivated individual, detail-oriented, organized, and a strong team player, with a high level of energy and time commitment for demanding events including some weekend and evening hours.
- Demonstrated ability to work collaboratively with Board members, volunteers, and staff.
- Bachelor's degree in nonprofit management, marketing, business administration, or a related field is suggested.
- Excellent written and verbal communication skills, including the ability to write compelling donor communications and marketing materials.
- Minimum of 7 years of experience in nonprofit fundraising and development, with a proven track record of success.
- Experience with fundraising software and donor databases, tracking donors, moves management and analyzing data.
- A deep commitment to the mission and values of the Marion Community Foundation.

If you are a motivated and experienced fundraising professional with a passion for making a difference in the community, we encourage you to apply. Marion Community Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.

Marion Community Foundation values each member of the team and strives to provide a supportive work environment. Benefits may include a salary range between \$65,000–\$75,000; health, dental, life, and long-term disability insurance (if full-time status); 401(k) employer portion match after one year; and Personal Time Off. Because of the small number of employees, Marion Community Foundation is not subject to the terms of the federal Family and Medical Leave Act; however, the foundation follows the policies of FMLA for parental leave, medical leave, or caregiving leave needs.

Marion Community Foundation is open to conversations for full or part-time employees.

**To submit an application:**

Send a cover letter and a resume, with the names and contact information of three (3) references no later than October 31, 2024, to Marion Community Foundation at [info@marioncommunityfoundation.org](mailto:info@marioncommunityfoundation.org).

As of October 11, 2024