



Donor Relations Coordinator

Position Description

Under the general direction of the Executive Director, the Donor Relations Coordinator will play an important role in growing the overall donor base through thoughtful engagement strategies, annual giving, and major giving activity. The successful candidate will plan, develop, and implement a comprehensive fundraising program that will result in the generation of private support including individual, corporate, and foundation giving. As a constant representative of CASA of San Bernardino County, the Donor Relations Coordinator must be passionate about the mission and able to articulate that passion in a manner that inspires others.

Primary responsibilities include supporting the development team through database management, communications with donors, stewardship, and strategic planning. Secondary responsibilities include independent relationship cultivation, conducting presentations, and assisting with fundraising event coordination.

Essential Functions

1. Management of donor database. Prepare reports communicating progress towards fundraising goals and analysis of the effectiveness of the program
2. Maintain annual stewardship correspondence with constituents and oversee acknowledgement of gifts and revenue from all giving sources.
3. Identify, qualify, cultivate, solicit, and steward donors, prospects, volunteers, and other constituents to increase annual giving and develop a strong major gifts program. Work strategically with the Development team to develop and maintain a portfolio of prospects and donors (100+).
4. Plan and execute annual giving and other special campaigns as directed by the Executive Director. Create, organize, and manage all the component parts of the various campaigns, engaging other staff as appropriate.

5. Develop a leadership annual giving base, including planning and executing related activities and events with appropriate staff and key volunteers.
6. Develop detailed gift opportunities consistent with CASA of San Bernardino County's mission and priorities. Involve key volunteers and organizational leaders in solicitation activities and cultivation events as appropriate.
7. Prepare written proposals, presentation materials, and/or other special resources for use during donor visits and solicitations.
8. Create donor communications plan that positions and promotes giving with the organization's various constituencies.
9. Participate in the planning and execution of the organization's fundraising events.
10. Maintain appropriate electronic and hard-copy records (i.e., call reports, portfolio management, etc.) on all donors and prospects.
11. Foster a culture of philanthropy and ensure fund development is executed in keeping with the organization's values, mission, and vision.
12. Other tasks as assigned.

Qualifications

- Bachelor's degree preferred.
- Experience in non-profit fundraising required.
- Proven experience in the full spectrum of development, including identification, cultivation, solicitation, stewardship, and donor recognition.
- Strong sense of ethical conduct that will inspire confidence and persuade donor prospects, while maintaining strict confidentiality.
- Advanced written and verbal communication skills.
- Interpersonal and professional presentation skills.
- Ability to successfully handle multiple competing deadlines, set priorities, and develop innovating solutions to challenges.
- Proficiency in office-related software (Office, Teams), typing skills and other general office knowledge. Experience with donor management systems preferred.
- Completion of background screening process (i.e., DMV check, FBI, Department of Justice (DOJ), CACI (Child Abuse Central Index), and upon hiring complete 30-hour CASA training

Physical Requirements: CASA of San Bernardino County will provide reasonable accommodations, as requested, under the ADA.

1. Maintain dexterity, vision, and coordination, sufficient to perform essential job functions.
2. Ability to sit, stand, and walk for extended periods of time for 8 hours a day.
3. Must be able to lift, push, and pull up to 25lbs.
4. Must have the ability to work remotely and mobile as travel throughout San Bernardino County and adjacent counties are required.
5. Must have reliable transportation and freedom to work on a flexible schedule throughout weekdays and weekends, as needed, for meetings, presentations, and CASA events.

Position: Fulltime, Non-Exempt

Location: Hybrid role including remote work and Main Office in Colton, CA with travel throughout San Bernardino and neighboring counties required as needed.

Compensation: \$24-\$28/hr., Benefits, Paid time off, 401k match