



POSITION: Donor Relations Coordinator

POSITION PURPOSE:

This position is responsible for developing, implementing, and maintaining activities that support the retention and cultivation of donors for Together. Activities include donor database maintenance, donor recognition, special events, marketing, and volunteer coordination. This is a part-time position, approximately 20-25 hours/week.

ESSENTIAL JOB FUNCTIONS:

- Cultivate and nurture relationships with current and potential donors including volunteers
 - Coordinate efforts to support donor recognition and engagement
 - Maintain donor database and donor records
 - Facilitate and coordinate special events
 - Provide marketing and communications support for campaigns
 - Recruit, coordinate, and host volunteer groups
 - Completion of special projects as needed
 - Monitor grant calendar and identify and complete grants as assigned
-

KNOWLEDGE & EXPERIENCE:

- 3-5 years' experience in marketing and communications.
 - Strong verbal communications skills and demonstrated ability to write clearly and persuasively
 - Knowledge of in design and Microsoft publisher preferred
 - Records maintenance skills
 - Strong interpersonal skills
 - Public speaking skills is a bonus
 - Ability to proficiently use Microsoft Office Suite
 - Ability to learn other software programs as needed
 - Experience, ability, and sensitivity in serving people with different cultural and socioeconomic characteristics.
-

OTHER:

- High energy, flexibility, teamwork, attention to detail and a high degree of initiative is also preferred
 - The ideal candidate is mission driven, has demonstrated abilities in building strong relationships, works well in team environments, and is comfortable in a fast-paced fluid workplace.
-

The above statements are intended to describe the general nature of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Interested, qualified persons should submit their cover letter and resume to:

Tom Hoy

Vice President of Development

Together

thoy@togetheromaha.org