



Competition #08/21 Donor Relations Specialist

<u>POSITION TITLE:</u>	Donor Relations Specialist
<u>POSITION NUMBER:</u>	21044
<u>PRIMARY LOCATION:</u>	Fund Development
<u>PAY BAND:</u>	5 (Part-time – 942 budgeted hours per year – .50 FTE)

Please note that budgeted hours are not guaranteed to be scheduled. Actual hours may vary as determined by operational need.

JOB SUMMARY:

Reporting to the Manager, Fund Development, the Donor Relations Specialist will ensure that RPL is establishing, nurturing and growing donor relationships that support the vision and mission of RPL. Working with the Manager and developing relationships with RPL staff, the Specialist will support the implementation of the fund development plan and achieving the associated goals, including promoting a culture of philanthropy at RPL in which all staff recognize the importance of donor relationships and their role in supporting them. The Specialist will be responsible for identifying and cultivating relationships with prospective donors, in all categories. Working with the Manager, Fund Development, the Specialist will be the writer of appeals, stewardship reports, newsletter articles, web content and social media posts. The Specialist will grow and maintain a portfolio of RPL donors.

They will also support the efforts of senior Library Administration and the Board in building RPL's network of support. This involves prospect research and developing effective solicitation strategies as well as stewarding donors over the course of their relationship with RPL. This position will also be responsible for a variety of administrative functions, including management of the donor database, issuing receipts, creating and updating records and issuing the requisite reports. Additionally, the Specialist will assist in the coordination of fundraising events and community outreach initiatives as prioritized in the fund development plan.

JOB DESCRIPTION:

1. Research and analyze individual donors and prospects in order to develop strategies for gift growth or acquisition.
2. Work with Manager, Fund Development in securing donations toward a major gift target through a proactive contact and solicitation program.
3. Work with the Manager to develop and implement relationships management strategies and timetables for assigned prospects and donors.
4. Prepare donor research profiles.
5. Work collaboratively with the Manager on following up with potential donors, maintaining prospect donor relations and ensuring appropriate post contact relations.
6. Participate in Fund Development's overall planning and implementation processes with respect to achieving annual campaign targets and other team objectives aligned with identified fundraising priorities.
7. Assist in developing and maintaining partnerships with the community.
8. Maintain the database records of prospects and donors including records creation, updating, receipting, reporting and contact tracking.
9. Perform administrative functions relating to highly confidential and/or sensitive information, such as accepting donations.

10. Compose, format, and process a variety of correspondence and documents (e.g. direct mail appeals, letters, memos, newsletter articles, notes, invitations, announcements, email messages).
11. Work with the Manager and the Marketing Communications team to organize fundraising events in accordance with the fund development plan priorities.
12. Other duties as assigned.

QUALIFICATIONS:

1. Post-secondary degree, with two- three years of professional fundraising/development experience or similar experience, i.e. marketing and communications.
 2. Demonstrated strong interpersonal skills, and the ability to deal professionally and effectively with a wide range of contacts.
 3. Demonstrated excellent relationship management skills and experience managing a portfolio of donors.
 4. Proven research, presentation, and reporting skills.
 5. Demonstrated knowledge of event planning.
 6. Demonstrate sound judgment in decision-making, analytical skills, and problem-solving ability.
 7. Demonstrated ability to work independently, communicate at all levels with confidence and exercise sound judgment, tact, and confidentiality in relation to donors, volunteers, staff, and the general public.
 8. Demonstrated ability to establish and maintain positive working relationships with the public, staff, external agencies, and to work as a member of a team.
 9. Available to work evenings and weekends, as needed.
 10. Demonstrated ability to work comfortably in an automated environment, with proficiency in Windows, MS Office (Word/Excel/Power Point/Outlook) and Internet applications.
 11. Working knowledge of eTapestry donor database is an asset.
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Salary Range: \$24.97 to \$29.70 per hour

Quoting competition #08/21, please submit a resume and cover letter to:

Human Resources

Email: resumes@reginalibrary.ca

Mail: Box 2311, Regina, SK S4P 3Z5

Fax: 306-949-7273