

The **Donor Relations Manager at HOPE Atlanta** will play a pivotal role within a dynamic and expanding Development team during a time of organizational growth. HOPE Atlanta is one of the oldest, largest, and most comprehensive providers of housing services for low-income, vulnerable people in the greater Atlanta area. In 2023 HOPE Atlanta launched its new strategic plan, positioning the organization for another 120+ years of service to the community. The Development Department is set to play a crucial role in our comprehensive 5-year plan, contributing to the organization's sustainability and heightened impact in the community.

The Donor Relations Manager will report to the Sr. Director of Development and will play a leading role in the stewardship and operational processes of the Development Department, including donor engagement and cultivation, moves management support, database management, and gift entry and acknowledgement. Additionally, the role will hold a portfolio of donors and is responsible for a fundraising goal related to annual giving by supporting monthly giving, foundation giving, and event sponsorships in partnership with other members of the Development team.

The strongest candidates will demonstrate outstanding skills in fund development, database management, interpersonal communications, writing, and in executing many simultaneous projects efficiently and effectively in a highly customer- and service-oriented environment.

***Fundraising Responsibilities include but not limited to:***

- Support Foundations Relations Director with grants including drafting applications, reports, and stewardship communications for a portfolio of donors.
- Maintain grant record keeping and correspondence.
- Assist Corporate Relations Director with event sponsorship requests, invoicing, and pledge follow-ups.
- Research, identify, and collaborate on securing new grant and sponsorship funders.
- Manage and grow existing monthly donor program including engaging lapsed donors and upgrading current donors.
- Work with Sr. Director of Development to draft and create fundraising, engagement and stewardship materials and collateral.

***Donor Stewardship and Relations Responsibilities include but not limited to:***

- Execute donor stewardship strategy and activities, including timely acknowledgement letters, memorial/honorarium acknowledgments, handwritten cards and calls, new donor welcome packets, and year-end tax statements.
- Represent HOPE Atlanta by attending community and partner events, providing tours to donor prospects, and attending other related events.
- Manage inbound requests to the Development Team in a professional manner, providing support to meet needs of request or routing to appropriate team member(s).
- Manage all aspects of data entry and data clean-up in Salesforce, including entering donation and donor information, recording event attendance, and other actions.
- Assist Team with planning and execution of annual event including scheduling, invoicing, and tracking corporate sponsors, assisting with administrative and logistics tasks.

**Qualifications:**

- 3+ years of relevant fundraising experience, including experience with grant-writing.
- Extremely detail-oriented with a proven track record of meeting deadlines.
- Excellent oral and written communication skills.
- Customer service-oriented with a friendly and professional demeanor.
- Experience implementing a best-in-class donor stewardship program.
- Strong CRM management skills, preference for Salesforce experience.
- A self-starter with the ability to take initiative, identify areas for improvement and implement ideas in a team environment.
- A demonstrated commitment to working with individuals living in poverty and a commitment to racial equity.
- A bachelor's degree is preferred; a combination of some college and experience will be considered.
- Valid driver's license and the ability and willingness travel for meetings and events and occasional errands (Travel 10%).

**Benefits:**

- Work is performed in a hybrid home/work office environment at our office headquarters blocks from Ponce City Market.
- Salary is commensurate with experience and an allocated range is provided upon request.
- Compensation includes a benefits package with medical, dental, and vision.
- Generous paid time off and 15 company paid holidays.
- Company paid life insurance, short-term, and long-term disability.
- Strategic opportunities for long-term growth within the organization.