

Donor Relations and Events Coordinator

Family Access Network (FAN) Foundation

Summary

The Donor Relations position works independently to increase program revenue in partnership with the FAN Foundation board of directors through leadership in donor relations, event coordination, marketing and project-based initiatives. The position projects a professional image through speaking engagements, phone and in-person contact with FAN Foundation board members, donors, volunteers, FAN advocates, clients and community partners.

Primary Responsibilities

Donor Relations

- Solicit donations from individuals and businesses, to meet personal annual fundraising targets
- Cultivate relationships with current and new FAN donors, through donor communications protocol
- Act as an ambassador for FAN at key community and business events to increase awareness and cultivate donor relationships
 - pursuing monthly speaking engagements, with businesses, service clubs and other groups
 - informal networking, including weekly regional Chamber of Commerce events
- Organize and host FAN tours at local schools four times each year throughout the region
- Coordinate annual thank a thon, developing phone lists and securing event details
- Coordinate FAN fundraising events and activities, including:
 - Annual giving letter (Oct/Nov)
 - Fundraising Luncheons (Feb & April)
 - Private dinner parties (Varies)
 - Business/Service Club supported fundraising events

Marketing

- Prepare and send out monthly FAN e-newsletter to supporters, managing email list
- Manage all social media, including Facebook, Instagram and Guidestar.
- Refresh website regularly with FAN information, content directed at FAN donors and donor/grant recognition
- Track all sponsorship marketing obligations
- Design and distribute annual newsletter and annual giving letter
- Prepare and distribute all press releases and publicity
- Staff the FAN Foundation Marketing Committee

Volunteer Support

- Send monthly requests to volunteer list
- Coordinate volunteer activities and provide support as needed
- Track volunteer hour logs

Other duties as assigned by Director or Board Chair

Knowledge, Skills, Abilities

- High level of comfort and confidence in soliciting donations from businesses and individuals
- Ability to confidently communicate one on one, in groups, and in presentations
- Proficiency in Microsoft programs
- Experience in Bloomerang or other donor database management systems preferred
- Excellent writing, analytical and problem-solving skills
- Ability to work independently
- Knowledge of principles/practices of non-profit organization, planning, records management & general administration.

Minimum Qualifications

Bachelor's Degree preferred (comparable work experience will be considered)

- Experience in non-profit donor solicitation
- Commitment to the mission of the Family Access Network
- Effective written and oral communication, organizational, and interpersonal skills
- Ability to motivate and interact effectively with Board, donors and program staff to ensure the mission of FAN is achieved
- Demonstrated understanding of the non-profit and philanthropic environment including issues involved in raising funds from both businesses and individual donors
- Flexible schedule necessary (evening and weekend work required, as needed)

Salary DOE.

36 hours/week