



## ***Donor Manager*** *Roles & Responsibilities*

### **Basic Responsibilities**

1. Develop, maintain, and nurture relationships with existing donors to encourage ongoing and increased giving.
2. Develop and implement strategies to identify, cultivate, and prospect new donors and animal specific sponsors.
3. Create and execute donor engagement initiatives, such as personalized communications, events, and recognition programs.
4. Track donor interactions and giving history using available systems
5. Collaborate with leadership or PR Coordinator to identify or highlight fundraising needs, campaigns, or high level sponsors and donors.
6. Advise leadership for major donor acknowledgments, thank-yous, and calls.
7. Monitor and report on fundraising progress and donor engagement metrics monthly in staff-meetings.
8. Act as an ambassador for the organization, promoting its mission and programs to potential donors.

### **What We're Looking For**

This person is personable, unafraid to pick up the phone, and loves connecting with people! Whether you're saying 'thank you' for donating, connecting with a large donor, or reaching out to prospect new sponsors - you'll be the face of Laila's Legacy with donors. This person will enjoy animal welfare but enjoy talking and building relationships even more. They're fueled by the mission and know that their work furthers our ability to save lives.

On the back end, they're hyper-organized, able to ensure streamlined communication, & a high level of discernment. Comfortable asking donors for more, communicating with leadership, and knowing how to be creative, be a problem solver, & get their hands dirty!

- Donor management or development background preferred
- Problem solving abilities
- Consistent access to a phone, computer, and wifi
- Go-getter attitude and able to complete tasks even though you're remote
- Ability to meet with leadership bi-weekly to report back on progress, new donors, campaigns, etc.
- Knowledge of G-Suite - Google Sheets proficiency is a must.
- Experience with Shelterluv is a plus but not required

*Title is flexible if the applicant is looking to add this to their resume for further career development!*

*Please note, everyone on our team - even our Founders & Directors - are volunteers. But even still, we have a small group of people that commit to a greater responsibility as a volunteer - of which we consider "staff". By becoming a Coordinator you'll be effectively joining this tight knit team and be considered staff! The time and longevity commitment is greater but we'll be honest about what that looks like before you join. If you're interested in less commitment but still being involved, please sign up to [volunteer for other roles here](#).*