



Donor Relations Manager

Job Description

Always Home, Inc. (formerly Mystic Area Shelter & Hospitality) was founded in 1998 to address the needs of Eastern Connecticut's homeless and at-risk families. Our mission is **Preventing Family Homelessness**. Always Home is the leading non-profit service provider in the region dedicated exclusively to serving families with children. We strive to give parents the tools they need to overcome their housing crisis, so that they can focus on the well-being of their children. In the 24 years since our founding, Always Home has helped over 2,400 families achieve housing stability through pioneering homelessness prevention, emergency shelter and rapid re-housing services.

The Donor Relations Manager reports directly to the Executive Director. This position includes both fundraising and event management and oversight, as well as donor stewardship and development.

The position will provide oversight of Always Home's participation in our sponsorship of events, including the annual Gala, Mystic Mudhead Benefit Regatta and Mega Party, community events such as the Charity Chowder Cookoff, Garlic Fest and development of other fundraising events. This person will, working with the Executive Director and the Marketing, Communications and Grants Manager, make recommendations for new events which support and highlight our mission. Event oversight will include planning, organizing and implementing all facets of events including planning event dates, soliciting donations and sponsorships, managing event planning committees, ensuring schedules are followed and deadlines met. They will also be responsible for overall success of the event as measured by financial and other goals.

This position will also be involved in Donor outreach, development and stewardship activities. Working under the direction of and in coordination with the Executive Director, this person will build relationships and ensure appropriate communications with donors. This position will have direct and various communications with donors as assigned by the Executive Director. This will entail building rapport and cultivating donors' interests in support of Always Home. This position will communicate any and all donor concerns, suggestions etc. to the Executive Director.

Additionally, this role will coordinate all volunteer activities and manage daily office operations.



Job Responsibilities:

- Fundraising event oversight (including, but not limited to; Heart to Heart Gala, Mudhead Benefit Regatta and MegaParty, Charity Chowder Cookoff)
 - Research, recommend and plan fundraising events
 - Organize and direct volunteer fundraising teams for major events
 - Coordinate volunteers as needed for fundraising events
 - Solicits sponsorships and auction items
- Donor development and stewardship
 - Manage donor database and mailing lists
 - Build relationships and rapport:
 - managing gifts consistent with donors' intentions, updating donors on the progress and impact of their gifts, and keeping them involved with AH to create a long-term, mutually beneficial relationship
 - On-going donor communications; annual appeal, acknowledgement letters
 - Work with ED on any donor concerns, questions, issues
 - Develop and maintain legacy giving program
 - Plan annual donor reception
- Volunteer Coordination
 - Cultivate new and current volunteers
 - Maintain list of volunteers
 - Manage volunteer activities
- Administrative Oversight
 - Daily operations
 - Manage monthly systems reconciliations
 - Answers phone along with the Executive Director and staff, field/answer all routine and non-routine questions.
 - Help to maintain an organized, clean and professional office
 - Maintain a variety of files and records.

Skills, Requirements & Capabilities:

- Strong interpersonal skills are required to establish rapport and build trust
- Excellent verbal and writing skills required
- Able to work independently and within a team



- Donor management systems knowledge including Raiser's Edge, etc. preferred
- Computer skills including MS Word, MS Excel, MS Power Point, etc. required
- Proven time management, organization and problem-solving skills
- Bachelor's Degree in business or related major is preferred
- Minimum 2 years' experience in a social services agency is preferred
- 2+ years' proven experience in Event management and Donor relations is required

Salary

\$42,000 - \$45,000 a year

Job Type

Full-time

Interested applicants should send letter of interest and resume to tcunningham@alwayshome.org