

## Purpose

The Donor Relations Manager is responsible for implementing a comprehensive donor relations program providing strategic direction on all aspects of donor relations, including recognition, reporting, and stewardship planning for the Kappa Kappa Gamma Foundation. The manager is an integral member of the development team and assists the fundraising efforts by fostering long-term, meaningful relationships between the Foundation and its donors. The manager should be proactive, strategic, and detail-oriented with a strong commitment to quality, timeliness, efficiency and effectiveness. The position requires an ability to communicate effectively both in written and verbal form, to problem-solve in a timely fashion, and to be sensitive to the needs of a wide range of donors.

## RESPONSIBILITIES

- Execute best practices and procedures for donor relations.
- Manage donor- and prospect-related events for the Foundation, such as the major donor reception at Convention, think tanks, virtual receptions, campaign events, etc.
- Collaborate with development staff to plan a comprehensive stewardship strategy for all levels of donors.
- Working with the Finance department, ensure endowed and temporarily restricted donor-funded funds are awarded according to donor intent.
- Oversee reporting to donors in a timely, consistent and accurate manner on the use, impact, and financial management of their gifts.
- Provide oversight for standard, routine stewardship correspondence, including acknowledgment letters, thank-you calls and notes, first-time donor recognition, impact messages, gift agreements, and the annual report.
- Develop the annual donor relations budget with the Director of Advancement. Ensure compliance with budget and all applicable financial and development policies, procedures and requirements.
- Provide an ongoing assessment of donor relations' practices, goals, and strategies.
- Keep abreast of new practices in donor relations and stewardship, donor-engagement metrics, stewardship analytics, and nonprofit philanthropy.
- Maintain a portfolio of up to 50 major donors who are in the stewardship/cultivation phase of their relationship.
- Manage the planning and implementation of all stewardship communications for the Foundation, including the annual report, personalized donor impact reports, Foundation Focus mailings, and acknowledgment letters. Oversee reporting to donors in a timely, consistent and accurate manner on the use, impact, and financial management of their gifts.
- Collaborate with the Foundation and Fraternity teams to ensure effective gift processing, research, records maintenance, and information systems. Continuously evaluate these systems, processes and procedures for efficiency and effectiveness.
- Keep abreast of new practices in development, planning giving, and donor relations. Provide ongoing assessment of the organization's practices, goals, and strategies.

- Assist and support the Fraternity's diversity, equity and inclusion (DEI) practices so the individual work and the department reflect Kappa's mission. Complete job duties with a focus on integrating diverse, equitable, and inclusive practices.
- Other duties as assigned

#### PREFERRED EDUCATION AND EXPERIENCE

- A Bachelor's degree is required. The applicant must have a minimum of two years of development, stewardship or related experience, preferably in the nonprofit or association sector, as well as demonstrated skills, knowledge and experience in the design and execution of a major gift strategy and a track record of building relationships to meet business goals.
- They should be an energetic professional with strong analytical and interpersonal skills, demonstrated oral and written communications skills, computer literacy, strong analytical and interpersonal skills, and an ability to set priorities in a fast-paced environment, work independently and as part of a team, and travel out of town, including overnight trips.