



Donor Relations Manager

Shadhika provides funding and support to women-led, locally controlled non-profits in India working to empower at-risk girls so they – and India – can realize their aspirations for a better future. We seek to break the cycle of poverty and address gender inequality in India by investing in the education, empowerment, and economic self-sufficiency of young women and girls.

Position Summary

The Donor Relations Manager works with the President & CEO, Communications Staff, and Donor Outreach Committee to design, implement and manage Shadhika's communications and donor relations strategy. He/she will have consistent and proactive communications with donors in a customer service oriented manner. In addition, this position will help cultivate new prospects and serve as the primary liaison to Shadhika's Donor Outreach Committee. The dynamic role will have opportunities to interact with donors across the country as part of Shadhika fundraising events.

Reports to: President & CEO

Wages and Hours:

Up to 40 hours a week (M-F) with flexible work schedule

Wages commensurate with experience

Responsibilities

Donor Relations

- Build relationships with new, current, and lapsed donors.
- Maintain clear and timely records to track contacts, donor giving, donor appreciation, and assist in the maintenance of an accurate database.
- Evaluate strategies to engage individual donors through outreach, education, invitations to special events, and personal contacts.
- Develop and manage new, creative fundraising campaigns, including events, peer-to-peer fundraising, on-line giving, and other social media outlets.
- Implement Planned Giving Program, monthly donations program, employee giving & matching, others as needed.
- Assist with grants research, proposal writing, and grant management.
- Plan and execute donor related events
- Develop and manage relationships with like-minded business and organizations that wish to support Shadhika's work. (Schools, businesses, organizations, community groups, etc.)
- Cultivate new and previous Donor Trip (India) attendees.
- Develop, assess and monitor annual donor relations plans and budget
- Coordinate monthly Donor Outreach Committee calls
- Other duties as assigned

Volunteer Program

- Development and implement community awareness program (Friends of Shadhika)
- Record, manage, and acknowledge volunteer hours
- Recruit, train, and manage volunteers.
- Turn volunteers into donors through relationship building and meaningful engagements.
- Other duties as assigned

Communications & Marketing

- Work with President & CEO and Communications Staff to develop, implement, and monitor annual marketing and donor communications strategy
- Recommend new marketing and communications best practices to support fundraising goals.
- Recommend new engagement best practices to support fundraising goals.
- Help edit and produce key marketing materials such as annual reports, newsletters, social media, etc.
- Help develop and manage direct mail, email, social media appeals, and appeal solicitations.
- Public speaking at events as required on Shadhika's work.
- Other duties as assigned

Requirements:

- Bachelor's Degree required.
- Minimum 3-5 years fundraising experience.
- Minimum 3-5 years with event planning
- Familiarity with donor databases
- Commitment to Women's Empowerment and International Development.
- Excellent interpersonal and organizational skills, as well as attention to detail.
- Ability to thrive in a high-energy and team oriented environment.
- Results-oriented and strong ability to multi-task.
- Ability to manage multiple projects simultaneously within budget, deadlines, and changing priorities.
- Self-starter who is willing to support and lead projects, working both independently and as part of a team.
- Strong, proven work ethic.
- Sense of humor
- Computer literacy (Word, Power Point, Excel)
- Social media and e-commerce savvy
- Strong public speaking skills
- Strong research and excellent writing skills
- Experience with, and contacts in, media and public relations.
- Willingness to travel and occasionally work irregular hours, such as evenings and weekends.
- Ability to manage their time effectively.
- Must live in Denver, CO Metro area.

Application Guidelines:

- Email cover letter & resume by October 16, 2016 to info@shadhika.org