



## St. Francis Convent – Job Posting

**Position:** Donor Engagement Manager

**We seek to hire a passionate and mission-driven individual to join our Team!**

**Position Summary:** The Donor Engagement Manager is responsible for developing, executing, and managing a comprehensive multi-channel fundraising program that utilizes industry best practices and a data-driven approach to creatively engaging with, stewarding, and encouraging ongoing support from our donors. This program includes social media, email, direct mail, digital ads, giving days, crowdfunding, giving societies, and peer-to-peer solicitation. The Donor Engagement Manager works closely with other Advancement staff and agency partners to grow the individual donor base and move new and long-time supporters into higher levels of giving and involvement.

### **Requirements:**

- **Education/Experience:** A bachelor's degree in public relations, Communications or Marketing is required. A minimum of five years of experience in a similar role in a nonprofit marketing or fundraising department is required. Experience with contact record management (CRM) systems such as Blackbaud's NXT/Raiser's Edge or other similar donor CRM. Experience with list brokers, commingling mailing services, integrated on-line donation services, and related direct mail services and programs, email service providers (ESPs) such as Constant Contact, MailChimp, Hubspot, Virtuuous, or other similar ESPs is preferred.
- **Skills/Abilities/Knowledge:**
  - Advanced knowledge and expertise with multi-channel marketing or fundraising techniques and strategies for identifying, cultivating, and stewarding donors.
  - Must be detail oriented.
  - Basic knowledge of faith-based organizations a plus
  - Strong organizational and time management skills.
  - Proficient in Microsoft Office 365 suite (Excel, Word, Outlook, Teams)
  - Basic skills in design using Adobe Creative Suite, PowerPoint, Canva, or other tools a plus.
  - Strong oral and written communication skills with attention to detail and nuance.
  - Strong organizational skills with demonstrated ability to create and manage multiple projects and timelines.
  - Creative, curious about learning and applying the latest in multi-channel fundraising, and collaborative.
  - Self-motivated, ability to work collaboratively and ability to make independent decisions as appropriate.
  - Ability to work in a fast-paced environment and to prioritize, organize and manage multiple priorities.
  - Must be able to meet deadlines and work well under pressure.
  - Excellent written and verbal communication skills and ability to convey information to various levels of staff and management.

### **Details:**

- **Exempt, Full-Time (Monday-Friday)**
- **Salary:** \$70,000-\$80,000/Year