

Posting Information

Position Title: Individual Donor Relations Specialist

Position Type: Full-Time Employment

Position Location: Alpharetta, GA

Position Pay: \$90K- \$100K

Hiring Manager: Lynda Smith | hr@yuniquefoundation.org | 385.345.4556

Foundation Purpose

The Yunique Foundation exists to eradicate child sexual abuse and its impacts. We provide healing educational retreats, support groups, and online healing resources for adult female survivors. We also provide online prevention resources and community education courses/materials for parents and caregivers to reduce the risk of abuse from occurring. Lastly, we know that this issue thrives in secrecy and silence, so we seek to grow public awareness of this silent epidemic. Our ultimate goal is to improve lives through the elimination of child sexual abuse.

Qualifications

The Individual Donor Relations Officer will lead and implement programs that cultivate, solicit, and steward individual donors at the high-end annual level and major gift level from \$10,000 - \$100,000+, helping to build the pipeline of donors. This position will work closely with all members of the development team to move donors through the fundraising cycle. This role reports directly to the Chief Development Officer.

Educational/Professional Requirements

- Bachelor's Degree in Business or non-profit equivalent field

Experience Requirements

- The position requires a bachelor's degree with at least 5 years of experience in individual or major gifts donor relations.
- Demonstrated leadership, national and global relationship building experience
- Strong organizational skills
- At least 5 years non-profit experience preferred

Responsibilities

Donor Relations:

- Manage a portfolio of 100-150 prospects and current donors, executing annual plans to cultivate, solicit, and steward those donors.
- Research prospects that align with mission to build pipeline nationally.
- Achieve monthly goals for prospect and donor visits; prepare visit reports and follow up; track activity.
- Working with executive team, volunteers, and outside contacts, identify new donors to cultivate, solicit, and steward.
- Communicate persuasively through personal visits, written proposals, appeal letters, and reports the importance and impact of the mission.
- Participate in planning and staffing specific fundraising events as directed.

- Work effectively internally with diverse constituencies within the organization, and external advisory boards, and volunteers.
- Perform duties as assigned.

Research:

- Identify and qualify individual prospects.
- Manage and execute appropriate strategies for identifying and soliciting new prospects and obtaining funding.
- Attend and contribute to Development Team meetings and other cross functional teams to understand funding priorities and operational needs.