

Central Iowa Shelter & Services Employment Opportunity

Position Title: Donor Relations Specialist

Schedule: Monday – Friday; evenings and weekends as needed

Classification: Part-Time (30hrs/wk.), non-exempt

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Salary: \$15.00 - \$18.00 per hour | **Pay Level:** II

Reports to: Director of Engagement

Travel Requirements: Travel within the community as needed

Position Overview:

The donor relations specialist is responsible for assisting the development department in expanding community outreach through internal and external communications, media relations, community engagement, public involvement, networking, volunteerism, and donor retention. This position will work closely with the Director of Engagement to help reach fundraising goals, promote the organization's mission and values, and enhance relationships with donors and our community.

Duties and Responsibilities include:

- Provide administrative support to the Director of Engagement, including but not limited to maintaining a donor database, files, and documentation, and assist in building and maintaining relationships with members of the community, boards, donors and clients.
- Work closely with the Director of Engagement and accounting office to reconcile pledges and contributions.
- Accurately post all gifts and maintain donor information in the database.
- Produce timely acknowledgements and thank you letters for all gifts; including End of Year donor calls.
- Assist in and contribute to the production of marketing materials, including design, layouts, assembly, and donor mailing information in accordance with production deadlines.
- Assist in organizing community outreach programs and special events.
- Assist the development team in preparing and monitoring grant applications, correspondence, and progress of applications and report updates.
- Manage the website, social media accounts and other correspondence as determined by the development plan.
- Assist the development team with event planning, communications and production.
- Be present for scheduled donations to act as a liaison between donors and C.I.S.S.; including taking pictures and obtaining donor information.
- Provide back-up support for the Administrative Assistant, such as accepting and directing general phone calls and filling in at the front desk to greet clients, families, and visitors.
- Attend meetings, special events and provide support where needed.
- Other duties as needed or as assigned.

Qualifications:

- As a prerequisite, the successful candidate must believe in the core values of Central Iowa Shelter & Services and be driven by the mission of the organization.
- Strong critical thinking, analytical and problem-solving skills.
- Advance computer skills and proficiency in Microsoft Office
- Organized and detail-oriented, and the ability to manage multiple projects.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Ability to establish and maintain professional boundaries in working with the clients and staff.
- Ability to work independently or in a team.
- Ability to navigate different personalities and work under competing priorities.
- Ability to successfully pass a background check
- Possession of a valid Iowa Driver's license.
- Communication and Interpersonal skills: develop and maintain effective relationships with others; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences

Education and Experience:

- High School Diploma or GED required
- 2+ years of work experience with knowledge and practical understanding of key engagement techniques, such as direct dialogue, mail, telephone, web, database, digital and social media.

Physical requirements and work environment:

- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and hear.
- The employee is frequently required to sit, stand and walk.
- Work will be performed either in an office environment or in the field.
- Must be willing to travel as needed to perform job requirements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Benefits:

Personnel time off accrued each payroll.

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.