



## **Donor Relations Officer**

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### **About the Organization**

Interfaith Ministries (IM) for Greater Houston is an inclusive connector of people, faith communities and resources in our nation's most diverse city, sustaining healthy and respectful lives for vulnerable populations and promoting interfaith relations and volunteerism.

IM provides four areas of service to the greater Houston community including: Meals on Wheels, Refugee Services, Interfaith Relations and Community Partnerships, and Volunteerism and Civic Service. Each of these programs serve different communities but all are based on our shared beliefs and aspirations of building a more respectful, connected, and caring society.

Service is at the core of what we do at Interfaith Ministries. Through empathy and resilience, our employees help provide support to our community through programming and meaningful connection.

### **About the Role**

The Donor Relations Officer, working directly with the Director of Development, is a frontline fundraiser who is responsible for managing a portfolio of approximately 150 individual major donors and prospects. He/she is responsible for increasing the number and revenue of major gifts and will assist in the formulation of strategies to solicit operating/program, endowment and capital gifts. In addition, he/she will work with the data team to identify, research, wealth screen, and monitor major gifts prospects. Responsible for cultivating and stewarding assigned donors through the cycle of philanthropy, in a donor-centered way, including prospect identification and screening, cultivation, solicitation, and stewardship. This work may include occasional proposal writing as a backup to the Grants Officer. The annual individual major gifts revenue goal for this position is \$500,000-\$1,000,000, with increases each year.

The Donor Relations Officer is a representative of Interfaith Ministries who must be comfortable with public speaking and networking with major donors and board members. He/she works a hybrid schedule with a requirement of 3 days per week onsite. The Officer must be able to represent IM at evening and weekend events, often with very little notice. He/she will serve as a representative in the community as assigned.

### **Main Responsibilities**

- Develop and manage a portfolio of approximately 150 current and prospective individual donors – individual. Identify, qualify, cultivate, solicit and steward these donors through the cycle of philanthropy in a donor-centric way.
- Participate in all areas of the cycle of philanthropy, including but not limited to:
  - Identify and research new donor prospects.
  - Conduct discovery with new prospects via surveys, calls and face to face meetings.



- Cultivate existing donors and new prospects through a series of strategic “touches”.
- Create and execute stewardship strategies for key assigned donors and prospects.
- Record all donor interactions in Raisers Edge.
- Provide occasional proposal-writing support, as a backup to the Grants Officer.
- Solicit and move prospects/donors toward gift closure in an appropriate and donor-centric way.
- Maintain stewardship contacts with donors, ensuring donor intent is honored and that donors are treated in a sensitive manner.
- Contribute to the Development Office’s overall revenue goal.
- Work with the Development team on special events and projects throughout the year.
- Participate in ongoing professional development, particularly in the areas of major and planned giving.
- Available for special projects on holidays, evenings, and weekends – often with little notice.
- Participates in other development duties as assigned.

### **Qualifications, Skills & Experience**

- Bachelor’s degree is required.
- 5 years minimum of development experience required, including donor relations and successful gift solicitation. Proven track record of raising at least \$500,000 annually.
- Computer literate in Microsoft Windows, Microsoft Word, Excel and PowerPoint. Knowledge of Raiser’s Edge Donor Software or equivalent database software preferred.
- Excellent verbal and written communication skills.
- Knowledge of giving vehicles, including but not limited to: donor advised funds, bequests, life insurance beneficiary designations, and IRA charitable distributions. Knowledge of more advanced planned giving vehicles a plus.
- Self-motivation, ability to work independently and meet deadlines.
- Able to work with individuals from diverse backgrounds and adapt to change.
- Ability to work in a team environment, both in assisting and calling on team members as necessary.
- Ability to work occasional evenings and weekends, often with very little notice.
- Valid Driver’s license and auto liability insurance as required by law.
- Position Setting - This position is generally set in a comfortable office environment, but it may occasionally require outside of office work. It requires seeing, hearing, talking, sitting and walking on a daily basis.
- Analyzing – Ability to examine and evaluate data in order to present development and prospect reports on a regular basis. Presenting alternative actions in relation to the evaluation is frequently involved.
- Compiling - Gathering, collating, or classifying information about data. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.



We are an equal opportunity employer. All applicants will be considered for employment without attention to race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Salary range: \$60k - \$75k

Apply link: [Recruitment \(adp.com\)](#)