



Position: Donor Relations Representative
Classification: Full-time, Exempt
Reports to: Director, Donor Relations
Location: Houston, TX
Benefits: Yes

Position Description:

The Donor Relations Representative is responsible for the identification, qualification, engagement, cultivation, solicitation, and stewardship of current mid-level and prospective major donors. The Donor Relations Representative will manage a portfolio of 400 to 600 mid-level donors, with an emphasis on retaining and upgrading donor giving and feeding the major donor pipeline. The Donor Relations Representative is responsible for meeting annual revenue targets and works directly with the Director of Donor Relations to develop and execute comprehensive mid-level donor strategies.

Experience/Skills Required:

- Bachelor's degree or three (3) years relevant experience in fundraising industry.
- Minimum one (1) year related work experience in fundraising or sales.
- Proven ability to build relationships with supporters.
- Comfortable with initiating calls to prospective donors.
- Excellent oral and written communication skills.

Knowledge, Skills and Abilities:

- Proven ability to build relationships with supporters.
- Adept at staying organized while executing multiple projects.
- Ability to carry out duties in a manner that promotes good teamwork between all departmental and agency staff and supports the agency and development philosophy, policies, and procedures.
- Exceptional interpersonal skills.
- Must be conscientious, committed and goal oriented.
- Must be proficient in Microsoft excel.

Work Conditions:

- Environment: Hybrid - Office, Home, Community Settings
- Range of Schedule: Mon – Fri, 7:00 a.m. to 8:00 p.m., Occasional nights or weekends
- Travel: Occasional, Local

Please apply to:

<https://depelchinchildrenscenter.applytojob.com/apply/L6mAVE8c9v/Donor-Relations-Representative>