



Donor Relations Representative-Legacy Giving

Reports to:	Director, Donor Relations
Supervises:	None
Classification:	Full-time, Exempt
Location:	Memorial Dr., Houston, TX
Benefits:	Robust Benefits Package, Generous PTO, Matching Retirement

Position Description:

The Donor Relations Representative will grow, manage, and enhance DePelchin's legacy giving program by creating donor centered communications materials, plans, and stewardship content. This position is expected to assist donor relations staff members in creating meaningful connections centered upon leaving a legacy as they cultivate, steward, and solicit legacy gifts. The Donor Relations Representative will work alongside the donor relations team, direct marketing firm, and community engagement team in order to educate donors about legacy gift options. This includes the creation of marketing materials, donor engagement plans, and legacy gift society management. The Donor Relations Representative will also be responsible for identifying current donors who have existing legacy gifts that are not yet documented.

Responsibilities:

1. Identify current supporters who have the inclination and ability to execute legacy gifts.
2. Develop and implement the overall marketing strategy for the legacy program, including content creation, designing marketing materials, website management and implementation and producing special events.
3. Collaborate with donor relations staff members to ensure all legacy gift prospects on caseloads are properly cultivated, stewarded, and solicited.
4. Assist in preparing proposals for prospective legacy donors and their advisers as needed.
5. Work closely with the Donor Relations staff to honor existing legacy donors by aligning their interest and passions with our mission, crafting blended gift opportunities and stewardship touchpoints for donors that intersect caseloads.
6. Creates and implements a stewardship plan for all Legacy Society members.
7. Send all bulk communications regarding legacy giving (including surveys, newsletter, invitations, etc.) and ensure appropriate follow up for any donor responses to bulk communications.
8. Work with the Donor and Community Engagement team to incorporate legacy program into overall marketing strategy.
9. Utilize CRM to track and document all donor engagement.

Required Qualifications:

- High School Diploma required. Bachelor's degree preferred.
- Minimum two (2) years' experience in fundraising and / or marketing required.
- Experience with constituent relationship management (CRM) database a plus.
- Prior experience with Canva, Adobe, or Crescendo a plus.

Knowledge, Skills and Abilities:

- Knowledge of general office equipment and software, including use of personal computers, smart phones, printers, and Microsoft Office Suite software (Excel, PowerPoint, and Word).
- Knowledge of development, communications, and marketing.
- Persuasive, clear, and strong oral and written communication skills.
- Attention to detail and ability to efficiently organize information needed.
- Interest and ability in learning estate planning, including wills, trust and estate and gift tax laws.
- Ability to function independently and be able to seek guidance when necessary.
- Ability to work with culturally diverse populations and work force.
- Ability to maintain professional, confidential work environment.

Work Conditions:

- Environment: Hybrid, Office
- Range of Schedule: Mon – Fri, 7:00 a.m. to 8:00 p.m., Occasional nights or weekends
- Travel: Frequent (Valid Texas Driver License required)

APPLY ONLINE AT THE FOLLOWING URL

<https://depelchinchildrenscenter.applytojob.com/apply/ij5EooL6og/Donor-Relations-Representative>

OR

SCAN THE QR CODE

