



## **DONOR RELATIONS COORDINATOR**

### **Salary**

*\$40,000 and Medical Benefits after the first 120 days.*

*Position start date Mid-October 2023 or until filled.*

**Position Summary:** This role involves managing communication with donors, ensuring donor satisfaction, and researching and applying for grants to support the organization's mission and programs. This role requires a dynamic, team-oriented, results-driven, and organized professional that will play a critical role in community outreach, corporate, state, federal and foundation fundraising for the Wagon Wheel Center for the Arts. Responsibilities include researching prospective donors, corporate and foundation funders as well as preparing and submitting grant applications and donation proposals. The position holder is also responsible for collecting, analyzing, and reporting on data related to the performance of program activities that are funded by federal, state, and private funding agencies.

### **Essential Duties and Responsibilities:**

#### **Donor Relations:**

- Develop and implement strategies to engage and retain individual donors, sponsors, and partners.
- Create personalized donor acknowledgment and appreciation plans, including thank-you letters, emails, and recognition events.
- Maintain an organized database of donor information, contributions, and interactions.
- Regularly update donors on the impact of their contributions through various communication channels.
- Collaborate with the Executive Director to produce donor-focused content and materials.

#### **Grant Research and Application:**

- Identify potential grant opportunities from foundations, corporations, and government agencies aligned with the organization's mission and programs.
- Conduct thorough research to understand grant requirements, deadlines, and guidelines.
- Prepare and write grant proposals, ensuring compliance with grant requirements and effectively communicating the organization's goals and impact.
- Coordinate with program managers and finance to gather necessary information for grant applications.
- Monitor and track the progress of grant applications and reporting deadlines.

#### **Relationship Building:**

- Foster positive relationships with potential and current donors, funders, and partners through effective communication and stewardship.
- Collaborate with program managers and other team members to gather information for reports and updates to donors and funders.

### **Reporting and Documentation:**

- Prepare regular reports on fundraising progress, donor engagement, and grant applications for Executive Director and Board of Directors.
- Maintain accurate records of donor interactions, grants, and contributions in the organization's database.

### **Events and Engagement:**

- Plan and execute donor appreciation events, workshops, and engagement activities to strengthen relationships.
- Attend networking events, conferences, and workshops to stay updated on fundraising trends and best practices.

### **Qualifications and Skills:**

- Bachelors' degree with a business-related and/or arts services specialization from an accredited college or university
- Minimum of (3) years of experience within a not-for-profit or arts related enterprise in a fundraising or marketing role preferred
- Minimum of (2) years of recent experience in grant writing with a history of highly successful grant submission, approval, and fundraising results
- Proficiency with computers, Microsoft Office applications, and constituent database software (Granthub and Grant Station preferred)
- Strong public speaking and writing skills
- Flexible schedule required – night and weekend availability for community outreach events
- **Orientation and Understanding** - undertake a review of key materials to ensure deep and thorough understanding of the organization, our programs and our services. This will include a materials review and meetings with appropriate staff.
- **Grant/ Proposal Development** - Develop proposals with compelling storytelling and data-driven needs statements to support the organization in securing needed funding; develop funding templates to be used for different program focus areas. **Funding Research** – Conduct research of private, community, and corporate foundations, and Donor Advised Funds to identify appropriate opportunities to support our work; conduct research for open RFPs for services that align with our programmatic areas.
- **Management and Reporting** - Prepare monthly summaries outlining activities and results undertaken. Create a calendar of grant reporting and prepare reports

**Please submit resume and a detailed cover letter (as a single PDF document) which includes, at a minimum, the following to [lakesha@wagonwheelcenter.org](mailto:lakesha@wagonwheelcenter.org) :**

- Describe your background, experience, and qualifications.
- Detail the process you would use in identifying grants/and business development opportunities.
- List up to three (3) funded grants which you developed detailing the funding source, amount requested, and amount funded. Provide an excerpt of a grant to demonstrate writing style (not to exceed two pages and without proprietary information).
- Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number and email address.