



3805 Marshall Street, Suite 100
Wheat Ridge, CO 80033
(P) 303.422.2133
(F) 303.422.5707
www.thefamilytree.org

Director of Donor Relations

Description

This position reports to the Chief Development Officer with Family Tree's Gifts and Community Support team. This position is the lead team member for the identification, cultivation, solicitation, and stewardship of individual and corporate donors at Family Tree, including the management of giving societies, to secure financial support for the organization.

This is a full-time, exempt position with salary range of \$61,476-\$73,801/year. This position allows for a hybrid schedule working in the office and at home based on the needs of the team. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

Essential Duties/Responsibilities

- Ensure individual and corporate donor revenue goals are met on a monthly, quarterly and annual basis.
- Help current donors accomplish their philanthropic goals through developing relationships with Family Tree, its mission and/or programs and ongoing donor qualification, cultivation, stewardship and direct solicitations for financial support.
- Build and manage a broad portfolio of donors from various donor levels, including major donors.
- Manage and steward giving societies, including the Giving Tree (major donors), Treehouse (monthly giving) and Evergreen Circle (planned giving).
- Create and manage individual donor cultivation events throughout the year.
- Facilitate and encourage CSR relationship for corporations and businesses.
- Track activity and information in donor database.
- Conduct donor prospect research and management
- Develop and maintain working knowledge of all Family Tree, Inc. programs and services in order to engage donors in Family Tree's work.
- Work closely with the Chief Development Officer and Marketing Coordinator to create, produce, and execute fundraising appeals, such as direct mail appeals, and other donor collateral.
- Support Chief Development Officer, CEO, and Board members in donor solicitation.
- Collaborate with the Gifts and Community Support Department and other Family Tree team members as needed and appropriate to set goals and align efforts, especially in the areas of supporting fundraising events and cultivating philanthropic relationships with volunteers.
- Present Family Tree programs and services in the community through public speaking engagements.

Other Duties

- Adhere to all Family Tree, Inc. established policies and procedures.
- Represent Family Tree, Inc. in a professional manner at all times.
- Attend meetings as required and requested.

Knowledge, Skills and Abilities

- Excellent interpersonal communication, writing and public speaking skills.
- Ability to initiate tasks and projects; organize and set priorities; and coordinate multiple tasks with multiple priorities, many of which are time sensitive.
- Ability to work independently.



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- Experience and knowledge of effective processes for donor identification, cultivation, solicitation, and stewardship.
- Experience and/or exposure to nonprofit fund/revenue development activities strongly preferred.
- Knowledge of Family Tree's primary service areas.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Familiarity with Blackbaud Raiser's Edge.

Education or Formal Training

Undergraduate degree or comparable experience is preferred.

Working Environment

The Family Tree Gifts & Community Support (GCS) team maintains a positive and collaborative work environment. It is important to strive for excellence in the essential responsibilities of the Director Donor Relations and also to pitch in when needed to help the team and its members succeed. Maintaining open, responsive communications helps the team run more smoothly. The Family Tree staff, including the GCS team, is professional, knowledgeable, ethical, and dedicated to the mission of the organization.

Physical Activities

Requires the ability to travel to and from program locations (and occasionally beyond), including access to reliable transportation on a daily basis for meetings with donors and other Family Tree stakeholders. Must be able to use a phone, computer and copier with or without accommodation. Requires the ability to sit for long periods of time and to perform routine office duties such as computer work, filing, writing, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.