



EXCELLENCE EQUITY OPPORTUNITY

JOB DESCRIPTION: DONOR RELATIONS OFFICER

THIS IS AN INTERNAL RECRUITMENT.

ONLY PERSONS ALREADY EMPLOYED WITH THE ANGLICAN DIOCESE NEED APPLY.

The Office of Development & Alumni Relations

The **Donor Relations Officer** will be assigned to the Office of Development & Alumni Relations. This position will report to the **Chief Development Officer**. The Mission and functions are outlined below:

Mission

To develop understanding and support among Anglican Central Education Authority (ACEA) stakeholders, of the critical role of private philanthropy to Anglican schools. In so doing, to forge relationships that will help to secure the commitments required to advance the educational mission of the Anglican Diocese.

Functions

The ACEA Office of Development and Alumni Relations will achieve this mission through three core functional areas: development, alumni relations and communications.

The principal goal of the *development* function is to establish and cultivate relationships that support and foster a dynamic culture of involvement and philanthropic giving, towards the advancement of the priorities and development objectives of the Anglican school system.

The principal goal of the *alumni relations* function is to cultivate lifelong relationships with Anglican school alumni, through meaningful engagements aimed at raising alumni awareness, pride, participation, volunteer involvement and philanthropic commitment to Anglican schools.

The principal goals of the *communications* function are to increase awareness of Anglican schools, help shape and enhance schools' image, and to advance development objectives among all constituencies, through integrated, strategic communications.

DONOR RELATIONS OFFICER

Role of the Donor Relations Function:

To solicit potential donors capable of making gifts up to \$10,000; to organise stewardship events for both current and previous donors and all other donor relations activities, e.g. donor recognitions events and annual signature fundraising events.

Core areas of responsibility:

- Research and Prospect Management
- Prospects and Donor Records and Database Management
- Proposal/Grant Writing
- Solicitation of gifts up to \$10,000
- Donor Communications
- Annual Donor Recognition Lists
- Donor Recognition Initiatives
- Stewardship events for current and previous donors

Essential duties:

- Conduct research and analysis for donor prospects.
- Maintain accurate and complete records of all communications with donors and prospective donors.
- Oversee the development, management, and implementation of an individual donor recognition plan including the timely acknowledgement and follow up for all individual donors and prospects.
- Oversee the management of the organisation's donor database with a special focus on individual donors, donor prospects, and friends of the organization.
- Support the execution of major gift strategies by crafting proposals, writing presentations, developing stewardship visits, managing logistics, and developing strategic communications.
- Maintains a portfolio of at least 50 prospects for gifts of \$10,000 and higher.
- Conducts face-to-face meetings with prospects for purposes of discovery, cultivation, solicitation, and stewardship.
- Lead or support the planning and execution of donor cultivation, stewardship and fundraising events.
- Lead or support in the development of suitable strategies and communication tools for fundraising events (i.e., talking points, scripts, presentations, videos, testimonies, etc.) and individual donor solicitation and stewardship (i.e., agendas, talking points, presentations, proposals, testimonies, etc.)
- Coordinate with the Communications & Public Relations Officer to ensure that individual donor strategies are integrated into appropriate communications and marketing channels and tools (i.e., website, newsletters, annual reports, etc.)
- Fulfil data and reporting requests, including the production of donor lists, regular progress reports and extractions of data from the database for analytical purposes.
- Maintain accurate and up to date donor contact and biographical information
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Qualifications:

- Bachelor's degree in a relevant field of study.
- Five years of relevant experience.
- Ability to gather, analyse and summarize information including numerical and financial data.
- Outstanding organizational skills and attention to detail.
- Excellent project management skills.
- Knowledge of individual giving strategies, tools, and resources.
- Experience in event planning and implementation.
- Experience working with and coordinating volunteers and/or staff is considered an asset.
- Ability to lead teams and work as part of a team.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.

- Proficiency in MS Office software applications and database management.
- Proficiency in or ability to learn and use Development software.
- Strong personal commitment to the mission of the ACEA's Office of Development & Alumni Relations.
- Demonstrated understanding of the Anglican ethos and commitment to principles of the Anglican Faith.

Submission Requirements

This recruitment is being facilitated by The Vivian Group on behalf of the Anglican Central Education Authority. Interested persons should submit the following by electronic email no later than **October 27th**, to acearecruitment@viviangroupbahamas.com:

1. Cover letter
2. Curriculum Vitae
3. Copies of degree certificates
4. Three references

Hard copies may be sent by traditional mail to:

ACEA Recruitment
c/o The Vivian Group
P. O. Box N 9636
Nassau, The Bahamas