

Donor Relations Manager:

Who we are:

- We're The Arc of the Capital Area, a local chapter of The Arc of Texas and The Arc of the United States
- We're a registered, 501(c)3 nonprofit organization, serving 17 counties.
- We provide case management, art education, pet therapy and family and juvenile transition services to individuals with intellectual and/or developmental disabilities
- We're a diverse, passionate group with a vision that The Arc of the Capital Area is the community's trusted and comprehensive resource for people with intellectual and developmental disabilities. We connect individuals and families to education, work, recreation, and lifelong services so they achieve lives of joy and dignity

Who you are:

- You embody and embrace our core values, Respect, Joy and Integrity
- You're a strong believer that all people should have the opportunity to live to their full potential and be contributing and active members in their communities, enjoying the greatest possible degree of independence and acceptance in all aspects of their lives
- You have strong decision making, problem solving and critical thinking skills
- You work well independently, and have excellent writing skills
- You have good communication skills, organizational skills and attention to detail

What we need you to do for us:

- We need you to fill the role of Donor Relations Manager
- This is a FULL TIME, NONEXEMPT position.
- You'll wow us by skillfully performing the following key duties and responsibilities;
 - Strategically securing and exceeding annual fundraising goals in the assigned areas.
 - Working with Chief Executive Officer to create solicitation and year-round engagement strategies with assigned areas to retain current and attract new donors in order to raise more revenue, increase overall engagement and increase overall community support.
 - Discovering potential donor companies with corporate social responsibility and/or workplace giving objectives and then identify and strategize opportunities to partner that will result in enhancing fundraising efforts.
 - Management of Giftworks to ensure accuracy and timeliness of all account data input including fiscal.
 - Creating and directly managing donor recognition/stewardship plan.
 - Creating and directly managing planned giving campaign.
 - Creating and directly managing social media platforms as appropriate.

To be successful in this role you will need:

- A minimum of 1 or more years of fundraising, sales or marketing experience is required.

- Excellent written and oral communication skills that are effective with a diverse range of audiences including internal staff, donors, executives, potential funding partners and all constituencies.
- Strong computer skills and ability to become proficient in relevant software.
- Outgoing and enthusiastic people person.
- Proficiency with core social media platforms including Facebook, Twitter, Instagram, Pinterest and YouTube in a workplace setting.
- Bachelor's degree in business or related field preferred.
- Must have a valid TX Driver's License and reliable transportation.

How we will make it beneficial for you:

- We will pay you a competitive salary
- We provide a comprehensive benefits plan which includes medical, dental, vision and life insurance and a 403(b) plan
- We'll pay you for our 12 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule. We do so by providing our employees with a generous PTO policy of 6 weeks paid time off each year.
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day