**Donor Relations Manger**

**The Louis D. Brandeis Center for Human Rights Under Law (LDB)** is seeking a **Donor Relations Manager** to play a key role in supporting and advancing the organization’s annual and strategic philanthropic goals. Reporting to the Chief Development Officer, this position will be integral to the effective identification, cultivation, solicitation, and stewardship of donors and prospects.

The Donor Relations Manager (DRM) will serve as the lead persuasive writer and editor for all development communications, including solicitations, newsletters, and web-based appeals, in coordination with the Director of Communications. The DRM will also help strengthen relationships with donors and prospects by planning and implementing stewardship and cultivation initiatives.

Key responsibilities include preparing stewardship reports and acknowledgements, coordinating tailored donor recognition and stewardship events, designing and executing donor engagement opportunities, and ensuring timely, accurate tracking of all related activities.

This new position requires a keen understanding of the importance of donor relationships to LDB’s mission. The DRM must be able to prepare sensitive and confidential correspondence and documentation with a high degree of discretion and precision.

As a key member of a growing team, the ideal candidate will possess exceptional verbal and written communication skills, a collaborative and solutions-oriented mindset, and strong editing, research, analytical, and organizational abilities. The role requires the capacity to manage a high-volume workload with shifting priorities, a strong sense of initiative, attention to detail, and the ability to work independently.

**Essential Duties and Responsibilities**

* Working with the Chief Development Officer, create a comprehensive, best-practice donor relations program that supports the cultivation, recognition, and stewardship of donors and prospects, at all levels, and fosters their ongoing engagement.
* Facilitate ongoing stewardship and donor relations ensuring, in collaboration with the Development Manager, including high-quality, individualized experiences for top donors and prospects, acknowledgment letters, gift-fund management, and impact reporting.
* Monitor “in the door” funds, including checks, wire, stock, and online donations.
* Create and implement an innovative stewardship program that includes receipts, events, and acknowledgments.
* Work with gift officers and leadership to identify unique and meaningful expressions of gratitude for all assigned donors.
* Create an efficient but meaningful acknowledgement process to express gratitude to all donors.
* Collaborate across the organization to ensure stewardship and donor engagement efforts continually prioritize a donor’s cultivation, retention and growth, engagement, and satisfaction.
* Be accountable for cultivating relationships of individuals and organizations with a focus on retention, recapture, and growth.
* Collaborate with the finance and marketing teams to design and implement stewardship policies and procedures related to donor recognition and gift-fund management and reporting.
* Respond to requests for information from donors regarding giving processes, procedures, and opportunities and gift documentation such as tax receipts and thank you letters.
* Create and implement a robust donor relations program with multiple points of engagement for prospects.
* Work closely with leadership, and frontline development staff to leverage high level donors in creating sophisticated, intimate events that draw in new prospects.
* Coordinate with attorneys, leadership and program leadership on engagement events and projects.
* Become immersed in the key strategies and initiatives of Louis D. Brandeis Center.
* In coordination with the Director of Communications, produce annual giving communications such as direct mail, print and e-newsletters, annual reports, case statements, brochures, days of giving marketing and appeals, and other pieces as needed to build relationships.
* Integrate development communication with other communication efforts within the organization, including but not limited to development's web and social media presence, the annual report, and a new monthly e-newsletter.
* Research, develop and write funding proposals, appeal letters, and reports as required.
* Develop and maintain an events timeline with goal targets, benchmarks, actual results, deadlines, and follow-up plans.
* Working with the Database Associate, maintain accurate and timely records using data management and reporting systems and follow LDB policies and procedures.
* Working with the Database Associate, gain proficiency in generating reports and providing analysis that measure impact of annual giving, alumni relations and stewardship programming.
* Meet or exceed metrics for events, meetings, and outreach as determined by the Chief Development Officer.
* Manage budget for events as assigned by the Chief Development Officer.
* Stay informed of innovative ideas and best practices.

**Education and Experience**

* Bachelor’s degree is required with 7+ years of experience in donor relations, stewardship, development, communications, marketing or similar work.
* Excellent research, writing and interpersonal communication skills.
* Excellent verbal, written, and proof-reading skills and exacting attention to detail.
* Evidence of understanding, and the ability to articulate, the accomplishments and goals of a complex organization along with sound judgment skills necessary for interacting with donors, prospects, board members, leadership and staff.
* Confidence to reach out and speak to potential donors in person or on the telephone
* Experience managing multiple projects simultaneously and meeting continuous deadlines.
* Experience with an entrepreneurial approach to fundraising.
* Proven ability working with database software, spreadsheet software (such as Excel), graphing and charting software, word processing software (such as Word) and presentation software (such as PowerPoint).
* Proficiency with a donor database, preferably Virtuous.
* Strong knowledge of fundraising and stewardship best practices.
* Demonstrated respect and sensitivity for cultural differences and the ability to foster relationships with current and potential donors.

**To apply please send your resume and cover letter to:** [**development@brandeiscenter.com**](mailto:development@brandeiscenter.com)

**Location: Washington, DC. 3/2 Hybrid Work Schedule**

**Salary: $110,000 - $125,000**