



## **Position Description**

**Title:** Philanthropy Manager - Grand Rapids

**FLSA:** Exempt

**Reports to:** Chief Development Officer

**Date Revised:** 07/01/2025

### **General Description:**

Responsible for implementing CHMI's overall fundraising strategy and donor relations plan to support the Covenant House Michigan - Grand Rapids shelter program and campus. Facilitate general fundraising and major giving solicitations and portfolio management. Establish a donor portfolio of 150+ active individual, corporate, and foundation donors.

Develops all giving materials to donors and facilitates ways to capture information to support charitable gift cultivation, solicitation, and stewardship. Develops and manages inbound and outbound donor relationships with CHMI executive leadership and development team to cultivate, secure and steward gifts. Monthly analysis of the donor pipeline to facilitate robust portfolio management.

Work closely with Sr. Philanthropy and Community Engagement Manager – Grand Rapids campus to develop and implement action plans for cultivating and soliciting West Michigan prospects and donors to support the Grand Rapids campus and programs at Covenant House Michigan.

### **Key Responsibilities**

- Assist in developing and implementing local fundraising strategies and related activities to meet revenue goals for Grand Rapids campus
- Donor Relations: Cultivate and maintain relationships with donors, ensuring timely acknowledgment of contributions and effective communication.
- Support the planning and execution of fundraising events, including logistics, volunteer coordination, and post-event follow-up.
- Assist with identifying grant opportunities, assist in writing proposals, and ensure compliance with funding requirements.
- Maintain accurate donor records, track donations, and generate reports to inform fundraising strategies.
- Collaborate with communications teams to create materials that promote fundraising initiatives and recognize donor contributions.

### **Essential Skills and Abilities:**

- Ability to establish and maintain effective working relationships with co-workers, supervisors, representatives of other agencies, and the public.
- Outstanding communication and persuasion skills and the ability to excite anyone about our mission; Ability to effectively communicate, verbally and in writing, with internal and external individuals and/or businesses.
- Available to work a flexible schedule including weekends, evenings, and overnight as needed
- Moderate sitting, standing and eyestrain.



- Ability to drive agency or personal vehicles to transport items and/or persons. Travel regularly throughout the region (a valid US Driver's License needed) as this role requires regional travel up to 25% of the time
- Ability to work at desk/computer for up to 8 hours per day.
- Ability to lift and/or move objects typically weighing 5-35 pounds.
- Ability to manage multiple tasks and projects.
- Ability to represent the organization and interface with all levels of staff and donors while maintaining tact, diplomacy, and confidentiality.
- Self-motivated and exercises leadership skills when needed.

**Education and Work Experience Requirements:**

- Education: Bachelor's degree in nonprofit management, marketing, communications, business, or a related field.
- Experience: 3-5+ years working in fundraising role in nonprofit development and philanthropy.
- Technical Skills: Proficiency in donor management software (e.g., Raiser's Edge, QuickBooks), Microsoft Office Suite applications, and email marketing tools. Willing to learn other software applications as needed.
- Communication: Strong written and verbal communication skills, with attention to detail in donor correspondence.
- Organizational Abilities: Excellent time management and multitasking skills to manage various development tasks simultaneously.
- People Skills: Ability to collaborate with staff, volunteers, and donors, fostering a positive and inclusive environment.
- Valid Michigan Driver's license with acceptable driving record as required by insurance company. Sufficient health, ability, experience, and education to perform the assigned duties with or without accommodation.
- Belief in Covenant House Michigan Mission Statement and desire to fulfill the mission.
- Awareness of and sensitivity to cultural and religious differences among agency clients and targeted populations.

**Note:** This description provides an overview of the main responsibilities of the role. Responsibilities may be updated or modified as needed by the organization.

*Equal Opportunity Employment: We are an Equal Opportunity Employer dedicated to a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, height, weight, marital status, gender identity, disability status, protected veteran status, or other legally protected status.*

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Signature

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Date