

Job Summary: Donor Engagement Manager – The Donor Engagement Manager is responsible for assisting with all Catholic Charities’ fundraising including the Archbishop Hannan Community Appeal campaign (AHCA), donor data management, appeal mailings, special event coordination, and other special projects as needed. This position requires data management experience and excellent communication, organizational and computer skills. The position requires the ability to function both independently and as part of a team. It requires attention to detail, task follow-through and the ability to manage multiple projects.

Direct Report To: Director of Institutional Advancement
FLSA STATUS: Exempt

Supervises: Yes

Duties/Responsibilities

Essential Job Functions:

- Manages all AHCA logistics including Core and Development meetings, campaign reporting, mailing lists, meeting minutes, correspondence with donors, handling RSVPs and campaign preparation.
- Coordinates with campaign volunteers - helping to motivate and support them in achieving their fundraising goals.
- Prepares and maintains assigned campaign correspondence records and reports on a regular basis.
- Assists with the acknowledgement letter process through execution and/or final editing.
- Drafts Archbishop Hannan Community Appeal solicitations and direct mail appeal mailings throughout the year.
- Assists with thank you phone calls and stewardship of annual fund donors in the amount of \$1 - \$999.
- Assists with monthly agency prospect strategy meetings — taking minutes, recording follow-up actions in Raiser's Edge and assisting with the Moves Management system.
- Works with the Director of Institutional Advancement on special correspondence for the Archbishop and Catholic Charities President & CEO.
- Assists with general Catholic Charities office tasks, as needed and requested. Updating queries, exports and reports in Raiser's Edge including those used for Direct Mail, Newsletter Mailings, Annual Report Mailing, and Birthday Card mailings
- Assigning Direct Mail targets and ask amounts.
- Executing weekly data maintenance in Raiser's Edge.
- Maintaining the Data Management Project and Tasks Calendar and ensuring projects and tasks are initiated and completed on time.

Physical Requirements: Prolonged periods of sitting at a desk and working on a computer. Sitting, Standing, Walking, Talking, sitting at a desk, and working on a computer. Must be able to lift fifteen pounds at times. **Physical Demands:** Sedentary physical activity performing non-strenuous daily activities of an administrative nature.

- A. Stand less than 33% of time on duty.
- B. Walk less than 33% of the time on duty.
- C. Sit between 33% and 66% of time on duty.
- D. Use of hands to finger, handle or feel over 66% of time on duty.
- E. Reach with hands or arms less than 33% of time.
- F. Full ability to talk and hear.
- G. Correctable vision required.
- H. Able to lift/carry up to 15 lbs.

Minimum Educational and General Qualifications:

A bachelor's degree and five years of relevant experience required including a minimum of two years with donor softwa