



**TITLE Donor Relations Manager**

**ABOUT THE ORGANIZATION**

Time Out Youth offers support, advocacy, and opportunities for personal development and social interaction to lesbian, gay, bisexual, transgender, queer and questioning (LGBTQ) youth.

**DESCRIPTION**

The Donor Relations Manager is a full-time, exempt position responsible for developing and implementing engagement and fundraising strategies to enhance and grow contribution and individual giving revenue from Time Out Youth's current and prospective donor communities. A key focus of the Donor Relations Manager will be the organization and strategic oversight of current and prospective donor data and analytics, including prospect identification, qualification, cultivation, solicitation and stewardship. This position is part of Time Out Youth's Advancement team and will work with the Community Engagement Manager and Development Coordinator to progress the mission and vision of Time Out Youth and its community stakeholders. This position will report directly to Time Out Youth's Chief Operating Officer. This is a non-youth facing role.

**Donor Relations**

- Oversee a portfolio of 300 - 400 individual donors and prospects.
- Participate in each step of the donor cycle including: identification; qualification through research; cultivation; request for support; and prompt stewardship and recognition.
- Conduct in-person and virtual meetings with current and prospective donors, relaying the mission, vision and values of Time Out Youth and its fundable program areas.
- Work closely with the Chief Operating Officer to develop and implement donor engagement and stewardship strategies.
- Establish and manage donor relations processes regarding acknowledgement, recognition, ongoing communications and continued cultivation of past, current and prospective donors.
- Work with Development Coordinator to establish and refine stewardship and recognition practices.
- Assist in solicitation process for Time Out Youth's annual gala
- Respond to donor inquiries via phone and email.
- Work with Development Coordinator to build Time Out Youth's annual sustainer program.
- Stay current and knowledgeable on gift regulations and donor fund management best practices.

**Management & Data Analysis**

- Manage Time Out Youth's individual giving campaigns, including Year-End Appeal, and Pride Month Campaign.
- Compose appeal letters and eblast campaign messages.

- Work closely with Development Coordinator to conduct ongoing analysis of Time Out Youth's new donor and current donor retention rates.
- Conduct A/B testing campaigns in collaboration with the Communication's team to measure messaging strategies.
- Nurture a supervisory relationship with the Center's Development Coordinator, including weekly supervision, and professional development activities.

### **Board Relations**

- In collaboration with Chief Operating Officer, participate in monthly Development Committee meeting, with members of the Board of Directors.
- Prepare monthly reports and dashboards showing the Center's retention and renewal rates.
- Assist Development Coordinator in preparation of the Board of Director's annual Thank-a-thon.

### **POSITION REQUIREMENTS**

- Demonstrated experience, success, and progressive responsibility in fundraising and non-profit development with a minimum of three to five years of direct experience in the field.
- High level of discretion and ethical approach to fundraising.
- Commitment to racial diversity across organizational functions, including finding vehicles to engage communities of color in the Center's strategic priorities and fundraising efforts.
- Experience motivating and managing high-profile community leaders and senior-level executives.
- Excellent written and verbal communication and presentation skills.
- Familiarity with research tools such as Wealth Engine and Donor Search.
- Proficiency with communication tools such as Mailchimp.
- Proficient in Customer Relationship Management (CRM) databases, such as Bloomerang, Raiser's Edge, Salesforce, etc.
- Responsible, self-initiating, and focused, with proven ability to work independently while also working collaboratively in a team-based decision-making environment.
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills.
- Interest in LGBTQ community organizing.
- Passion for the mission of Time Out Youth.

**COMPENSATION** \$60,000. Time Out Youth strives for transparency in compensation. To that end, and in an effort to provide equity in pay for all employees all starting Manager positions at Time Out Youth begin employment within this range. Time Out Youth provides a full benefits package for all full-

time employees, including healthcare, dental, vision, and 401k options. Full benefits package will be discussed upon offer.

**FULL-  
TIME/PART-TIME**

Full-Time

**EOE  
STATEMENT**

Time Out Youth is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, religion, color, national origin, gender identity and expression, sex, sexual orientation, physical or mental disability, genetic information, marital status, AIDS/HIV status, military service, veteran status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

**CONTACT&  
APPLY**

Potential applicants can visit <https://jobs.gusto.com/postings/time-out-youth-donor-relations-manager-ccfa059c-424d-485a-b536-199752dd1071> to apply.