

# UCP OF CENTRAL ARIZONA JOB DESCRIPTION



## JOB INFORMATION

**Job Title:** Individual Donor Relations Manager    **Department:** Development  
**Reports To:** Development Director    **Category:** Salary/Exempt    **Supervises:** N/A

## JOB FUNCTION

The Individual Donor Relations Manager is an integral part of the Development Team, to cultivate, steward, and expand the relationships between UCP and individual donor prospects at all levels. This will be done by providing extraordinary service to donors and exceeding expectations in the areas of maintaining and managing donor information.

**How to Apply:** Interested and qualified applicants can send resume and cover letter with salary requirements. Send to attention of Dionne Hackett in Human Resources at [dhackett@ucpofcentralaz.org](mailto:dhackett@ucpofcentralaz.org) or you can apply online by visiting [www.ucpofcentralaz.org](http://www.ucpofcentralaz.org) click about us, then careers. Thank you for your interest in this wonderful opportunity. .

### Essential Responsibilities:

- Knowledge of principles and techniques of basic development/fundraising
- Maintain a close relationship with the Development Director to achieve fundraising goals and objectives
- Develop and implement a strategy to identify, cultivate, and solicit new donor prospects and existing individual donors to achieve fundraising goals.
- Manage the charitable tax credit and educate internal and external donors on the benefits of this program
- Move as many current donors as possible up to the next level by increasing giving
- Develop strategies to enhance employee giving levels through communication and annual campaign
- Develop and maintain tracking systems through databases, spreadsheets and profiles to ensure accountability to help evaluate the effectiveness of the individual donor program.
- Primary focus for individual donor program and its resources assigned will center its efforts on individual donors, stewardship, relationship building, donor prospecting, community awareness, Internal employee giving to further the financial success of the agency.
- Work with Development team members on special events and activities to target and incorporate individual donors as apart of UCP's fundraising plan for current gifts and to establish relationships to enhance other fundraising opportunities.
- Develop a strategic plan to incorporate UCP staff and families to create awareness and enhance participation for all agency fundraising events.
- Develop a strategy to work with UCP programs and services to cultivate relationships with UCP families and other prospects. Facilitate the culture of shared development across the organization.

- Maintain a portfolio of prospects from which to develop and execute strategies for engagement and solicitation, including planned giving opportunities.
  - Update by ensuring accuracy and maintain donor data base and assist with letter preparation to thank individual donors for their donations.
  - Respond to research requests in a timely manner for individual donors and prospects, analyze and compile information, generate user-friendly profiles, memos and reports for use by the Development Director and for review with CEO and when requested by the Board of Directors
  - Prepare monthly reports to measure success and provide pipeline reporting with individual and major donors prospects and solicitor reports to the Development Director and for review with CEO and when requested by the Board of Directors.
  - Assist Development Department with fundraising events that will lead to enhanced cultivation of relationships with existing and potential individual donors
  - Represent the agency in external meetings with potential funding sources..
  - Serve as Development representative internally and in the community upon those occasions when the Development Director is unable to participate.
  - Represent and promote a positive public image of UCP.
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- Coordinate semi annual events for high level donors and executive management
  - Attend weekly WIG meetings.
  - Attend agency team meetings
  - Demonstrate UCP's Values.
  - Other duties as assigned.

## QUALIFICATIONS

**Required:** Bachelor's degree from an accredited college or university in business, development, non-profit management, public relations, public administration, or related field. Three to five years of accomplished experience in individual donor management and fundraising in a non-profit organization.

**Preferred:** Sales background experience a plus. Planned giving experience a plus.

### **Abilities/Skills:**

- Proficient in Donor database systems (GiftWorks/Front Stream, Raiser's Edge/ Blackbaud or other comparable software)
- Proficient in Microsoft Office Systems (Excel, Word, Power Point, Outlook), Adobe PDF, Publisher
- Strong interpersonal and written communication skills
- Highly organized, self starter
- Ability to manage multiple deadlines

## PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is required to sit, stand, walk and manipulate (lift, carry, move) light to medium weights of 10 - 20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read.

## TRAINING REQUIREMENTS

To conform to UCP guidelines, Administration department employees must complete the following training:

- **Anti-Harassment Training:** To be completed within 14 days of hire
- **Cultural Competency:** To be completed within 30 days of hire
- **HIPAA/HIPAA Violations Sanctions Policy:** Will be completed on first date of hire
- **Introduction to Developmental Disabilities:** To be completed within 30 days of hire
- **Mandatory Reporting:** To be completed within 14 days of hire

## WORK ENVIRONMENT

The work environment is an office environment, ambient room temperatures, lighting and traditional office equipment. Some work in the community include outdoor venues.

## FORM VALIDATION

*This description is intended to describe the essential responsibilities, it is not an exhaustive list of all duties, responsibilities and requirements. Other functions may be assigned and the Department Director retains the right to add or change the duties any time.*

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_