

**Position Title:** Senior Donor Relations Specialist

**Organization:** Gateway-Longview, Inc.

**AFP-WNY Post Date:** 09/05/2018

Gateway-Longview is seeking an energetic individual to establish, cultivate, steward, and strengthen relationships with individual donors with the goal of increasing their annual giving levels.

**This position will also:**

- Coordinate all mid-to-high level donor activities - foster ongoing growth of individual gifts and solicit major gifts.
- Work closely with the Vice President of Foundation to develop giving priorities in line with the Agency's needs; outline and implement a detailed plan for exceeding goals on an annual basis.
- Maintain portfolio of individual donors and coordinate regular touchpoints based on established stewardship matrix.
- Manage the Foundation's annual fund initiatives; establish a monthly giving component to support goals in this area.
- Drive the Foundation's end-of-year giving, legacy giving, and employee giving campaigns.
- Lead acknowledgement and stewardship process for all individual gifts - establish regular and segmented communication to various donors and groups.
- Ensure terms and conditions of restricted gifts are met as defined by the specified intentions of the donor or the donor's family.

**Qualifications:**

- Bachelor's Degree required, minimum 5 years' experience in not-for-profit fundraising preferred. Ability to demonstrate achievement of fundraising income targets a must.
- Certified Fund Raising Executive (CFRE) Certification is preferred.
- Proficient with constituent management database; Raisers Edge experience preferred.
- Ability to manage and prioritize multiple projects with strong attention to detail and deadlines.
- Strong organizational and interpersonal abilities with a natural drive toward goal-driven results.
- Excellent written and verbal communication skills with the ability to work independently with minimum supervision and as a key member of the Foundation team.

**Interested candidates can utilize the online application process linked here:**

<https://www.infinityhr.com/extranet/recruiting.aspx?id=80D60196-C5DB-4CA4-888D-DA5F1C9E9C4B&src=AFPWNY&rqid=D8F4F033-4373-4293-ACF8-930BC5023FCC>