

Position Title: Donor Relations Specialist
Organization: Salvation Army, Buffalo Area Services
AFPWNY Post Date: 5/14/2018

Description of Position:

The Donor Relations Specialist (DRS) is responsible to implement administrative and donor-related activities for mid-level donor development. This position identifies, cultivates, solicits, stewards and upgrades mid-level donors to major giving levels. The DRS cultivates small businesses and planned giving donors, as well as welcomes first time donors. This position is the staff lead for organizing 3- 4 donor recognition/educational events per year. The DRS acts as a spokesperson for the organization as needed to bring in funding. The DRS consults with the Director of Development and Donor Relations Director to strategize mid-level donor fundraising efforts.

SPECIAL SKILLS, CERTIFICATES, LICENSES, REGISTRATIONS:

- Knowledge of fund development and public relations
- Strong organizational, administration, telephone and interpersonal skills, detail and “big picture” oriented
- Excellent written and oral communication skills - in preparing written reports and making oral presentations
- Proficiency in word processing and desktop publishing
- Experience with spreadsheets, donor tracking and/or database software
- Access to vehicle.
- Valid driver’s license that meets The Salvation Army insurance requirements.

Qualifications:

- Bachelor degree and 3-5 years of related experience
- Must have a positive attitude and team player mentality
- Must have understanding of, and appreciation for, the mission of The Salvation Army

Qualified and interested candidates should respond by June 1, 2018 with resume and cover letter to:

The Salvation Army
Attn: Laurie Krajna, Director of Development
960 Main Street
Buffalo, New York 14202
E-mail: Laurie.Krajna@use.salvationarmy.org
Fax number: (716) 888-6299