Job Posting
Donor Relations Manager

About the Catskill Center
The Catskill Center preserves and enriches the environmental, economic and cultural well-being of the Catskill region. We believe that the vitality and prosperity of the Catskills depend on robust collaboration, thriving local communities and the wise stewardship of our natural resources.

Founded in 1969, the Catskill Center is celebrating its 50th anniversary as a 501(c)(3) non-profit. For 50 years, the Catskill Center has partnered with regional organizations and local and state governments to balance the preservation of the region's natural beauty and environmental integrity with a commitment to advancing sustainable economic development within Catskill communities. For more information, visit www.catskillcenter.org.

Position Description
We are seeking an energetic, positive, and articulate Donor Relations Manager to help us develop and implement a Major Gifts Program to generate funding and help the Catskill Center achieve its mission. This individual will be responsible for managing relationships with the Catskill Center's most generous individuals, as well as fostering and cultivating meaningful relationships with donors and prospects in the philanthropic communities of the Catskills and New York City metro area.

The Donor Relations Manager will help donors fulfill their passions and interests and find personal satisfaction through financial support of the Catskill Center. This individual will clearly communicate our organization's mission, empathize with donors, and match a donor's interests with special funding opportunities. The Donor Relations Manager will report to the Catskill Center's Executive Director and will work in a small development team that includes the Executive Director, Associate Director and Membership Manager.

This is a full-time, office position based in Arkville, NY but with significant remote work opportunities and frequent meetings with donors. Regular travel throughout the Catskills...
region, Hudson Valley, and New York City metropolitan area will be required. The Catskill Center strives to offer exceptional work-life balance opportunities and flexible work options.

**Job Responsibilities**

- With guidance from organizational leadership, manage and grow relationships with our top individual, corporate, and prospective donors
- Create and follow a personal communication and marketing plan for each donor
- Collaborate with program and communications staff to gather appropriate project information, including budgets, and create offers, proposals and asks that will be used to secure gifts from interested, engaged donors
- Plan and manage special events to engage donors with the projects they care about
- Manage systems and software and regularly enter data to track and cultivate donors and prospects
- Create and implement moves management plans
- Make direct solicitations in person and by telephone
- Develop and execute meaningful, creative, cost-effective initiatives to thank supporters and engage prospects
- Draft written communications, including solicitations and acknowledgements
- Coordinate all Board-related Development activities
- Develop and implement an Annual Plan based on a multi-year Development Strategy; track and report progress using specific metrics
- Other activities as requested or required

**Required Qualifications**

Applicants must have a valid driver's license, access to a reliable vehicle, and be willing and able to pass a background check. Additional requirements include:

- Bachelor's degree
- Minimum of 2 year of experience in development-related activities; focused sales experience with emphasis on customer relationship building, customer service, and closing sales opportunities may be substituted
- Strong written, verbal, listening, and interpersonal communication skills, including proper English grammar and spelling, professional writing, and public speaking
- Comfort with and experience speaking to high-net-worth individuals
- Proven ability to network across diverse groups of constituents
- Ability to hike for several hours across uneven terrain in a backcountry setting
- Proficiency with Microsoft Word and Excel
- Excellent organizational and time-management skills
- Strong record of integrity, discretion, and ethical sensibility; and
- Patience and a positive attitude
Strong candidates will also have the following qualifications:

- Passion for the Catskills and outdoor recreation
- Verifiable experience in nonprofit fundraising for individual gifts or demonstrated excellence in cultivating business-to-business sales from lead generation to closing
- Solution-oriented problem-solver
- 5 or more years experience in nonprofit development-related activities
- Experience with Giftworks

**Compensation**
Salary: $40,000 to $45,000, commensurate with experience; comprehensive benefits package.

**Application**
Applications will be reviewed as they are received and will be accepted until position is filled.

Please send application package including cover letter, resume, and three professional references to jobs@catskillcenter.org.

The Catskill Center is an Equal Opportunity Employer.