Donor Relations Manager

OUR STORY

Powerful Voices' mission is to create brave spaces with girls* of color to take charge of their own power as leaders, igniting their abilities to confidently express themselves, build community, and act against injustices affecting their lives. Since 1995, Powerful Voices provides support for girls* of color in and outside schools and the juvenile justice system. We provide social justice-focused, all-girl* experiences for girls* of color ages 12-18. Young folx qualify if they reside or attend school in central, southeast and southwest Seattle.

*We serve young people who identify and/or have been socialized as girls*.

Powerful Voices has a deep commitment to shared leadership, transparency, authentic relationship building, opportunities for growth, self-care, and wellness -- all of which lead to a work culture that is positive, supportive, and infused with gratitude and celebration. We aim towards a fully femme, womxn, non-binary staff of color that aims to reflect the young folks we serve. Overall, Powerful Voices builds a space where young girls* of color feel brave enough to share their truths with us and then the world. In service to our young folx, we are searching for individuals who align and contribute to promoting these values.

THE OPPORTUNITY

Powerful Voices seeks a Donor Relations Manager to manage fundraising and donor development to ensure the organization's fiscal health and growth. You will work closely with the Executive Director, Communications and Community Engagement Manager, Board of Directors, donors, and a range of community stakeholders to build positive, energizing relationships with individuals interested in the mission and advancement of Powerful Voices. Powerful Voices is in a transition and growth phase, and we need an energetic relationship builder to take us to the next level. You will play an important role in helping our organization foster a culture of philanthropy, strengthen relationships with community stakeholders and donors, plan donor engagement events, and stay on top of the administrative tasks that keep our donor network strong. You will have the opportunity to be creative, curious, and bring new ideas to support the organization's growth. We are looking for a person who is eager to learn and grow, comfortable communicating and working with people of many backgrounds and cultures, and brings creativity and initiative around money and fundraising with a social justice framework.

The successful candidate will ideally have a background working with communities of color. Your goal is to connect potential funders with our work to ensure our social justice movement infrastructure is well-resourced. As the sole full-time development person in our small agency, you're ready to take charge quickly and excited by the opportunity to provide a traditional fund development role within a radical social justice / womxn and girls* of color centered organization.

Candidates are not required to have an extensive background in fundraising or donor development. We are especially looking for candidates who love to build relationships, are comfortable speaking
about money and fundraising to donors, can articulate Powerful Voices’ vision clearly when speaking to funders, can thrive in a dynamic environment, can manage and execute all of the small and large tasks needed to advance a big strategy, and have a desire to see social justice movement infrastructure well-resourced and resilient. If you believe this is the position for you, then we encourage you to apply!

I. RESPONSIBILITIES

Donor Stewardship and Management (50%)
- Create a diversified fund development plan with a focus on multi-year unrestricted funding; sustain and grow the number of annual donors, the size of individual donations, and convert volunteers to annual donors and annual donors to major donors.
- Regularly engage and support the Executive Director and Board of Directors in ongoing development efforts (i.e. facilitate use of our fundraising toolkit); involve staff members on occasion.
- Utilize best practices cultivating donor relationships; steward donors from multiple sectors (corporations, foundations, individuals, etc.).
- Capitalize on networking opportunities to maintain and grow existing relationships with donors, sponsors, and partners, while also working to expand our community engagement, find untapped resources, and recruit new champions for the organization.
- Maintain consistent communication with donors to ensure timely acknowledgements and updates through email, newsletters, blog posts, and annual reports; work closely with the Communications and Community Engagement Manager to create such content.
- Explore and pursue new funding opportunities from a broad range of sources; cultivate and increase the diversity of Powerful Voices’ donor base.
- Assist in writing government, corporate, and private foundation funding proposals; coordinate information with our contract Grant Writer.

Strategy and Communications (20%)
- Support the development of a compelling story that resonates with different audiences and donors; strong persuasive writing and strategic planning skills to utilize a discrete number of solicitations that maximize giving opportunities.
- Craft strategic communications to diverse donor audiences through different media platforms; execute donor and funder communications including fundraising campaign letters, new donor letters, major donor letters, and gift acknowledgements.
- Represent Powerful Voices at events as a public speaker and organizational ambassador.
- Demystify the culture of fundraising; foster a culture of philanthropy within the organization and amongst our community stakeholders.

Event management (20%)
- Lead several donor engagement events per year; identify effective ways to respond to social distancing guidelines; drive fundraising events by coordinating sponsorships, logistics, catering, RSVPs, attendance, etc.
- Develop, plan, and manage donor cultivation and fundraising events, volunteer opportunities, monthly giving programs, direct mailings, etc.; manage campaigns such as GiveBIG, workplace giving, and End of Year giving.
- Contribute to brainstorming and executing events targeting donors (creative panels, thank you events, etc.) as well as events that are authentic for young folx (movie screenings + panel, self-care day, etc.).
- Work with partners to collaborate on ideas for fundraising events.
Administrative (10%)
- Manage donor accounts in Salesforce database and follow up with payment processes, including troubleshooting; pull reports from Salesforce & generate queries / retrieve data for reports + analysis; generate reports on a weekly or quarterly basis to track progress of fund development efforts.
- Maintain complete files and records in support of Powerful Voices’ annual audit and consistent with industry standards.
- Determine website updates to communicate with donors and prospective donors.
- Manage group calendar, track revenue and expenditures, report status.

Addendum
During this period of COVID-19 and physical distancing, this position will require remote work until further notice. Powerful Voices utilizes Zoom and Google Hangouts for weekly check-ins, meetings, on-boarding, and training. We also utilize Google Calendar to update work hours and schedule meetings. Powerful Voices will also provide staff with a laptop and other reasonable resources that would support a comfortable remote work environment. The overall role of this person during the next few months may vary from the exact position description above, while the core responsibilities will remain the same.

II. QUALIFICATIONS & EXPERIENCE

Demonstrated experience may include lived experience, educational experience, work experience, volunteer experience, and/or non-traditional experience. The successful candidate will possess many or most of the following qualifications:

- Experience with communities of color and grassroots organizations
- Committed to cultural responsiveness with a strong social, racial, gender and economic justice framework. Willing to work on individual areas of privilege and oppression and self-care
- Self-starter and energetic person with the ability to gracefully manage deadlines, priorities, and multiple projects; exceptional attention to detail
- Ability to work independently and to work as part of a collaborative and highly relational team
- Willingness to support messaging that highlights young people's agency, decision-making, and ability to co-create solutions
- Excellent written and verbal communication skills; a passion for storytelling
- Strong track record of program coordination including budget monitoring and project management
- An entrepreneurial approach to fundraising, finding, and creating new opportunities
- Demonstrated knowledge of current and relevant fundraising techniques, industry best practices and standard operating procedures for fund development and donor relations
- Bachelor's degree preferred or equivalent professional experience
- Desired proficiency with donor database systems, customer relationship management systems, spreadsheet analysis, and/or mail merge. Experience with Salesforce, Constant Contact, and/or Donorbox a plus
- Optional/desired experience may include: grant writing, event planning, communications, corporate relationships, videography, and volunteer coordination

III. WORK ENVIRONMENT & SCHEDULE

This is a full-time (1.0 FTE), exempt position at 40 hours/week, but we can consider a part-time work schedule/salary that aligns with the needs of this position, with adjusted compensation based on the
FTE rate. Our office is open 9:00am-5:00pm. There is room for flexible scheduling that values individual wellness.

- During normal operating conditions, work is generally performed in a professional office environment and involves occasional travel between multiple sites for programs-related activities
- Powerful Voices allows employees to perform some work remotely; when operating conditions require staying home then employees must perform all work remotely
- WA State driver's license and access to a personal vehicle preferred, but not necessary
- Physical demands include communicating (verbal and/or nonverbal) on a regular basis, and remaining in an office space, either standing or sitting for prolonged periods

### IV. SALARY & BENEFITS

The salary range for this position is $56,000 - $66,000 (equivalent to $26.92 - $31.73/hour) Depending on Experience, where experience is assessed as a combination of lived experience, professional experience, educational experience, volunteer experience, nontraditional experience, etc.

- **Medical & Dental:** Powerful Voices provides full medical/dental/vision benefits for employees who work full-time
- **Holidays & Time Off:** 16 paid holidays a year and Paid Time Off (PTO) for full-time employees. We have instituted a Floating Holiday system where you can choose 7 of your own holidays to reflect your culture, community, and values
- **Transportation:** Employees who use personal vehicles for Powerful Voices' business will be reimbursed at a standard rate and/or Powerful Voices will reimburse employees for utilizing public transportation
- **Professional Development Trainings:** PV has a separate fund for each staff member to attend trainings and workshops that staff find relevant to professional growth
- **Mentorship:** Powerful Voices encourages mentoring relationships and will support in locating mentors who align with the staff member's professional and personal growth
- **Trauma Stewardship:** hour-long monthly meetings and one-on-one quarterly meetings with our Trauma Stewardship counselor to process through life, work, secondhand trauma with young folks, etc.
- **Wellness Fund:** $20 per month to spend on activities or objects that you use to keep yourself well (ex. gym membership, massage, concert ticket, etc.)
- **Self-Care:** 4 personal hours of self-care per month that can be counted as work hours

### V. LIMITATIONS & DISCLAIMERS

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed. Upon consideration of employment, we will run a criminal background check (state and national). The results of the criminal background check will not necessarily prevent an offer of employment, depending on the offense.

For further details about Powerful Voices' mission, vision, and work, please visit [http://powerfulvoices.org/](http://powerfulvoices.org/)
HOW TO APPLY

● Email applications to info@powerfulvoices.org with Subject line: “Donor Relations Manager/YOUR NAME”

● All applications must include (all in one PDF document, if possible):
  ○ Resume
  ○ Cover letter

● Applications will be received by email. No phone calls or physical mail please.

OUR HIRING PROCESS

● We will read your cover letter first. Please be sure to tell us why you are interested in this job, how your experiences and passion aligns with the work at Powerful Voices’, and share examples of how your past experiences make you a strong candidate.

● If you are selected for an interview, we will be conducting first rounds of interviews between May 6th - 20th. This may include phone screenings and one-hour virtual interviews.

● If you are invited for an interview, we will ask for two relevant work samples (ie. a process you created, a writing sample, or other relevant materials)

● The ideal start date for this position is the first week of June.

First review of applications will be due May 1st at 11:59 pm Pacific Standard Time (PST); subsequent applications will be reviewed until the position is filled.

All applicants can expect their application will be reviewed and given a timely personal response.

Powerful Voices is an Equal Opportunity Employer. People of color, people who have been socialized and/or identify as womxn, people of all gender identities, LGBTQ folks, and folx with disabilities are strongly encouraged to apply.