Donor Relations Manager
Posted January 20, 2021
Application review will begin immediately

Job Summary
The Donor Relations Manager will develop and lead an individual and corporate donor program, working collaboratively with the Lake Street Council’s Executive Director and communications team. The Donor Relations Manager is an experienced program manager who is skillful in building and managing relationships with a wide range of individuals, including major donors, corporate representatives, and community stakeholders. They should be charismatic, creative, organized, and goal-oriented; exhibit a high level of professionalism and maturity; display superb written and oral communication skills, including comfort with external relations; demonstrate attention to detail, and be able to multitask and meet deadlines. A passion for the Lake Street Council’s mission to support and advocate for the economic vitality of the Lake Street corridor and its entrepreneurs is essential.

Scope of Work
Responsibilities consist of, but are not limited to, the following:

- Develop an individual and corporate giving program to help LSC deepen relationships with our 80,000+ We Love Lake Street donors.
- Establish goals, develop activities, and create programming as part of an individual and corporate giving program.
- Collaborate with co-workers to develop opportunities for donors to interact with the organization as volunteers, event participants, or ambassadors.
- Use donor data to develop differentiated strategies for communicating with donors at different levels of giving.
- Steward donors through a variety of communication tools including, but not limited to; email, letters, social media, phone, virtual meetings, and, once safe, in-person meetings.
- Track and recognize pro bono support and in-kind donations provided to the organization.
- Manage the organization’s membership program for Lake Street businesses.
- Help the communications team execute a messaging and communications strategy for building a sustained base of donors.
- Manage a solicitation calendar and solicit strategic participation of key staff and board members in individual donor development activities.
- Ensure timely and accurate gift entry and acknowledgment process, including documentation and follow up of verbal and written pledges.
Create metrics and a reporting system to track development progress.
Work effectively with co-workers to foster a culture of philanthropy organization-wide.
Support systems and infrastructure readiness by making recommendations on the use, upgrade, and maintenance of LSC's new Salesforce system.
Understand LSC's mission, goals, and programming in order to effectively identify, research, monitor, and engage prospective donors.
Help the Executive Director monitor and advance opportunities to support disaster recovery funding, including gap financing for redevelopment projects and capacity support for coalition partners.
Be a visible presence at LSC’s public functions and special events, once events are resumed.

Necessary Qualifications

- A Bachelor's Degree or equivalent work experience.
- Creative and independent strategic thinker with an ability to proactively develop new ideas, establish programs, cultivate buy-in with other staff members, and manage implementation and assessment.
- Superb interpersonal skills with demonstrated ability to work effectively and build relationships with internal and external constituencies, including colleagues, business owners, corporate representatives, community stakeholders, and current and prospective donors.
- Superior written and oral communication skills to express LSC's mission and goals with clarity, passion, and persuasion.
- Advanced knowledge and experience with computer programs that support the development team, including Microsoft Office and donor database systems, preferably Salesforce.
- Strong work ethic, evidence of excellent judgment, attention to detail, and demonstrable personal integrity.
- Demonstrated ability to work independently and lead projects while also thriving in a collaborative environment.
- Minimum of 3 years of development/fundraising experience with a proven track record of securing major gifts from individuals.
- Passionate about LSC's mission; committed to teamwork and achieving results.
- Cultural competency and the ability to engage and work constructively with underrepresented communities.
- Bi/Multilingual (Spanish or Somali) a plus.
- A significant connection to the Lake Street neighborhood is a plus.

Reports To: Executive Director

Compensation: $55,000-$70,000 annually. LSC is willing to consider FT or PT with compensation commensurate to the salary range. LSC also offers PTO, health and dental, and retirement plan contribution, and aims to support employee work-life balance.
**COVID Protocols:** Employees will work from home until COVID conditions allow a return to an office environment at the Midtown Exchange. Meetings will primarily take place virtually.

**Application Instructions**
Please email application materials to Allison Sharkey, Executive Director of the Lake Street Council at jobs@lakestreetcouncil.org. For materials that are too large to email, please share a link to a folder in Dropbox or Google Drive. Applications must include:

1. Resume
2. Cover letter or brief proposal (one to three pages)
3. Names of three professional references

**The Lake Street Council**
The Lake Street Council is a non-profit organization that engages, serves, and advocates for the Lake Street corridor of South Minneapolis and its neighborhoods. To promote economic development, we provide assistance to local businesses, encourage visitors to come to Lake Street, and plan for the improvement of the corridor.

The Lake Street Council provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, marital or familial status or other protected classification. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.