

THE PARENT CHILD CENTER OF TULSA, INC.

JOB DESCRIPTION

JOB TITLE: Donor Relations Assistant Manager
FLSA STATUS: Exempt (FT)
REPORTS TO: Development Director
PRIMARY LOCATION: 1421 South Boston
Tulsa, Oklahoma 74119

JOB SUMMARY

The Assistant Manager works with the Development Director to build relationships with and solicit donors that result in increased giving. As an integral part of the fundraising team, the Donor Relations Assistant Manager will cultivate, steward and expand the relationships between the organization and its donors at all levels by providing extraordinary service to donors and exceeding expectations in the areas of maintaining and managing donor information.

PRIMARY RESPONSIBILITIES

1. Identify, engage, cultivate, solicit and steward current and prospective donors to increase financial support to The Parent Child Center.
2. Assist Development Director and team with all agency tours, fundraising projects, special events and stewardship activities.
3. Collaborate with the Development Director to analyze donor data and determine patterns and trends for the purposes of fundraising goals and strategies.
4. Responsible in assisting with administrative oversight tasks for the development team.
5. Maintain a deep understanding of the issues and events impacting the work of the organization and its programs, services and staff.
6. Work with the Development Director, Executive Director, Board of Directors and volunteers to strengthen existing relationships and establish new relationships with individual, foundation and corporate donors.
7. Assist Development Director in the sustainability of the Benevon fundraising model.

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8. Comply with agency policies and procedures, applicable state and federal regulations, COA standards and Ethical Standards of Practice of the Association of Fund Raising Professionals.
9. Demonstrate the agency values of compassion, respect, learning, adaptability and achievement.
10. Participate in agency Performance and Quality Improvement initiatives.
11. Other duties as assigned by the Development Director.

MINIMUM REQUIRED QUALIFICATIONS

1. Bachelor's degree or related experience in sales, business development, planned giving and /or major gifts fundraising.
2. Must be able to communicate clearly and accurately in written and oral communications. Excellent writing skills are essential.
3. Excellent and highly professional interpersonal and customer relation skills.
4. Must be detail oriented and have the ability to organize, plan and prioritize. Possess the ability to work on multiple tasks.
5. Working knowledge of email and social media for donor communications.
6. Must be a self-starter and able to take initiative to be successful in this position. Must be an excellent communicator and have the ability to work with diverse constituencies.
7. Ability to work flexible hours including evenings and weekends.

PREFERRED QUALIFICATIONS

1. Experience in event management, social media and marketing.
2. Knowledge of and connections to the local philanthropic community.