



Bay Area Rescue Mission
2114 MacDonald Ave. Richmond, CA 94801
Job Description

Position: Donor Relationship Specialist
Department: Development
Report To: VP of Development
FLSA Status: Full Time / Non-Exempt / Salary
Date: April 2022

SUMMARY OF POSITION

The Donor Relationship Specialist is responsible to identify and leverage new opportunities for funding growth while developing key external alliances. The position will cultivate donors and will secure cash donations. The position is also responsible for the management and growth of this personalized portfolio and will generate cash donations to support the Bay Area Rescue Mission's, mission, strategic goals and initiatives. This position reports directly to the Vice President of Development. Additionally, the Donor Relationship Specialist shall be responsible to enhance the three annual special events.

MINIMUM REQUIRED QUALIFICATIONS

- Committed Christian with a commitment to and a passion for impacting change in the lives of the homeless, addicted, and disenfranchised.
- Able and willing to share the gospel of Jesus Christ and promote the vision of Bay Area Rescue Mission through building relationships with others and offering an opportunity for them to participate through financial giving and prayer support.
- Highly ethical, trustworthy, and professional.
- Broad knowledge of the principles of fundraising.
- Understands the needs and interests of major donors in order to develop relationships between them and BARM.
- Strong interpersonal, planning, organizing, executing, persuading, and initiating skills
- Effective verbal communication skills using grace, empathy and tact.
- Excellent written communication and research skills
- Able to comfortably and quickly establish rapport with diverse types of people in a professional and engaging manner.
- Good analytical and decision-making abilities.
- Proficient with MS applications and use of current technology.
- Valid California state driver's license.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field
- Five or more years of experience with growing responsibilities in fundraising or a related field
- Previous experience in fundraising, sales, or marketing
- CFRE certification desirable

ESSENTIAL FUNCTIONS

Donor Relationship

- Work in partnership with President and VP of Development to facilitate and secure maximum financial support for BARM programs and services, focusing on gifts, and planned-giving.
- In collaboration with VP of Development, design a plan which focuses on strategies and techniques for raising current and deferred gifts:

- Develop and maintain a list of current and planned giving prospects; manage relationships to convert prospects into donors.
- Identify and cultivate potential individual and corporate donors.
- Keep a robust schedule of personal visits, effectively sharing the story and purpose of BARM as well as giving opportunities.
- Create customized stewardship strategies for key major-gifts donors.
- Grow and cultivate relationships with individual responsible for all aspects of relationship management ultimately to secure/increase financial engagement in support of BARM.
 - Share with donors the ways in which they can partner with Bay Area Rescue Mission to advance the ministry and increasingly share the Gospel.
 - Pray for and pray with donors (as desired by donor).
 - Seek to encourage others in their faith and to make others aware of giving opportunities and ministry support/participation
 - Maintain and grow portfolio of donors
 - Communicate with and handle donor requests
 - Maintain history and profile information associated with major donors within Raiser's Edge database. Identify interests and background of donors and prospects; manage all aspects of information pertaining to the background and interests of donors in order to cultivate ongoing relationships and donor commitment to BARM.
 - Follow an engagement process with area corporate executives that promotes "high-trust" corporate giving.
 - Schedule and conduct corporate Mission Awareness luncheons and tours. Brief President/CEO when his presence is required to speak at luncheons.
 - Proactively communicate the needs, plans, and progress of Bay Area Rescue Mission
 - Acknowledge all gifts in an appropriate and timely fashion, consistent with BARM standards and relevant stewardship plan.
- Work with donors, friends, volunteers, staff, and board members to
 - Identify and cultivate relationships with donors who have the capacity to financially partner with BARM by giving to the annual fund and/or to participate in the Legacy Society;
 - Identify current donors who have the capacity to increase giving to major gift level and give them an opportunity to do so;

Special Events

- Increase awareness, support, and recognition of Bay Area Rescue Mission through the planning and execution of designated special events: New Life Golf Tournament; Annual Banquet, and any extras added to the calendar.
- Plan, organize and execute special fundraising events:
 - Coordinate with other BARM staff such as the Volunteer Coordinator and Food Services Manager to ensure needs are met to pull off successful events.
 - Anticipate project needs, discern work priorities, and meet deadlines with little supervision, and ensure coverage/handling of all.
 - Promote events through media placements, publicity packets, posters and other promotional materials.
 - Secure gift-in-kind donations to support/correlate with specific special events.
 - Assist with identification of and negotiation for space contracts and to book needed event space.
- Maintain necessary files, reports and related documentation.
 - Keep track of event finances including check requests, invoicing, and reporting
 - Close out all events as required

GENERAL

- Prepare proposals, letters, and customized material as necessary.
- Remain knowledgeable in income tax and government regulation changes that affect planned

- giving and outright gifts.
- Participate in strategy and planning meetings.
- Write, compile and edit reports.
- Adhere to the highest ethical standards, maintain a high level of personal and professional competence in the field of fund raising.
- Other duties as assigned.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Work will predominately require individual to work in a typical office environment.
- May *occasionally* need to work outdoors and after hours for meetings or other fundraising events
- Requires climbing stairs daily
- Position requires travel *frequently*, primarily within the greater Bay Area
- Requires extended periods of sitting – *occasionally*
- Lifting up to 25 lbs - *occasionally*

REQUIREMENT

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

My signature below acknowledges that I have read and understand the job description as described herein and that I can perform all that is required. I understand that this job description is not all-inclusive and that employment is always at-will.

Print Name

Signature

Date