

**Title:** Donor Engagement Manager

**Reports To:** Executive Director

**Location:** Dillsburg, PA

**Position type:** Full-Time



**Job description:**

As the Donor Engagement Manager, you will be responsible for creating and executing the donor engagement and fundraising strategies that foster deeper relationships with our primary donors and support the mission of Forgotten Voices International. Our mission is to demonstrate the love of Jesus Christ by partnering with local churches in Southern Africa to empower families and caregivers to meet the spiritual, emotional and physical needs of orphaned and vulnerable children in their communities and this role is essential in raising champions who give of themselves and their financial resources to support our operations. We want to grow our donor base and operations. We are looking for someone who is a passionate self-starter, committed to our vision and disciplined in your role who can hit the ground running.

**Main responsibilities and duties:**

**Donor Engagement**

- Work with the Executive Director (ED) and other members of the team to develop and implement an Engagement and Communication Strategy
- Foster deeper relationships with our primary donor stakeholders:
  - Board of Directors: Serve as another key contact to Board for fundraising strategy.
  - Major donors: Serve as another key contact for our top donor relationships, especially in supporting their desire to connect us with other key relationships.
  - Churches: Focus on strengthening existing relationships & adding donor connections.
  - Individuals: Equip them with tools to tell our story and on-ramp others more effectively.
  - Companies: Strengthen opportunities afforded to corporate donors.
  - Foundations: Work with Executive Director to manage relationships.
- Management of each donor funding cycle, engaging relevant parties internally to support donor needs in a timely way.
- Planning and execution of special donor engagement and fundraising events.
- Manage and maintain donor base in collaboration with ED and other team members.
- Write and submit grant proposals, appeals, donor acknowledgment letters and reports.
- Collaborate with our Programs/Impact team to ensure we are accurately portraying

program outcomes in Africa effectively.

- Support the ED and the Board of Directors to generate development reports from database (sponsors, major donors, individuals, lapsed donor, etc.).
- Be accountable for timely and thorough completion of assigned projects within the engagement work plan.

**Education and Experience:**

- Bachelor's Degree in business/management, public relations, non-profit management, marketing or communications or related field required. Advanced degree preferred.
- 3 years of experience in donor relations/communications, fundraising experience with direct engagement, foundations, and major donors preferred.
- Exceptional phone and communication skills, with a sensitivity to donor confidentiality
- Experience fundraising for international non-profits or with similar organizations preferred.

**Key Competencies:**

- Demonstrated Christian commitment and servant's heart.
- Excellent written and oral communication skills that are effective with a diverse range of audiences including board members, volunteers, internal staff, donors, executives, potential funding partners and all constituencies.
- Must have solid computer skills, with proficiency with Word, Excel, PowerPoint and knowledge of database management preferable (Kindful and MailChimp).
- Strong cross-cultural listening, understanding and communication skills.
- The ability to work independently and as part of a team; detail-oriented, well organized, focused and goal-oriented, with a high level of initiative and energy, as well as problem-solving skills.

**To apply:** Email your résumé and cover letter to [shelton@forgottenvoices.org](mailto:shelton@forgottenvoices.org).