



# ISLAND HOUSING TRUST

## Donor Relations Officer

### Position Description:

Donor Relations Officer is a full time 40 hours per week professional position working with high value donors, business partners, and in collaboration with IHT colleagues. An experienced understanding (both intuitive and theory based) of donors' information needs and the ability to quickly make connections with ideas and information is required. The ability to process and implement the documentation of designated gifts as well as facilitate meetings is a must. This position reports to the Development Director.

### Job Responsibilities:

#### Cultivation

- Work with the fundraising team to develop and implement a systemized and achievable stewardship strategy to strengthen long-term relationships focused on major donors and donors with the potential to become major donors.
- Manage a robust portfolio of current major gift prospects,
- Qualify additional prospects.
- Develop protocols to increase the number of value contacts that a donor receives and ensure they are recorded.
- Support a process that prompts IHT's board and ED and others with key prospect and donor relationships to engage routinely and effectively in order to advance understanding, connection, and support of IHT's mission.
- Support the creation of timely and meaningful impact and outcomes reporting to donors and the IHT board.
- Other tasks as assigned.

#### Stewardship

- Support a team effort to develop stewardship plans for donors at various recognition levels within the major, annual and planned gifts programs.
- Ensure that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented and implemented.
- Collaborate on acknowledgment and recognition opportunities and procedures for major and leadership gifts that are consistent across audiences, including mailings, email bulletins, and in-person and virtual events and tours.
- Work in partnership with the Development and Communications Directors in the development of content and stories and donor recognition.
- Identify best practices at other organizations for stewardship planning and operation.

### Skills and Qualifications:

- Excellent organization skills, detail oriented
- Excellent written and verbal communication skills
- Collegial, collaborative style
- Highly organized with the ability to prioritize multiple requests
- Good decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions

- Creativity, curiosity, high energy level, and an enthusiasm for meeting and working with a wide range of individuals
- Knowledge of principles and techniques relevant to major gift fundraising and stewardship
- Understanding of individual donor needs and perceptions

**Experience:**

- Bachelor's degree
- Minimum of 5 years' experience in fundraising related activities or an equivalent client-focused environment
- Demonstrated skills in writing, organization, and attention to detail
- Experience with donor databases and prospect tracking systems
- Experience working in a staff capacity to support fundraising activities and with cultivation & recognition events