

# Scarlet Hope<sup>®</sup>

## Donor Relations Manager

### Roles & Responsibilities:

**Reports to: VP of Development Scarlet Hope INC.**

Scarlet Hope exists to share the hope and love of Jesus with women who have been exploited by the adult entertainment industry. Our vision is to see every exploited woman restored by the hope and confidence that Jesus loves her.

As a member of the Development team, the Donor Relations Manager supports the fundraising goals of Scarlet Hope and contributes to the success of the organization's multi-year growth plan. More specifically, the position coordinates all aspects of donor relations to build and steward relationships with a growing constituency of supporters nationwide and ensure regular, coordinated, and donor-centric contact.

### Responsibilities Defined:

#### **Donor Cultivation**

- Maintain and increase Scarlet Hope's donor retention rate across all donor types in the Louisville community
- Nurture and sustain long-term relationships with local donors, community, and church partners
  - Includes some travel, speaking engagements, conferences and exhibits

#### **Event Management**

- Oversee special events projects (Locally and Nationally with growth)
- Monitors event outcomes, including revenue and expenses, and results to increase special event program growth.
- Manages implementation and production of all fundraising events, including vendor relationships, budgets, and event logistics.
- Coordinates activities and formulates strategies related to the event program.
- Assesses the outcome of each event and makes recommendations for improvements.

- Responsible for meeting Special Events revenue goals.
- Events Material Development: Collaborates with Communications and Marketing to develop materials related to events
- Supports Coordinators and Directors in event planning around the nation

## **Desired Qualifications**

- Three years of similar experience in event planning, donor relations, or other transferrable experience
- Bachelor's degree
- Ability to use good judgment, take initiative, anticipate and respond to needs, prioritize and solve problems
- Creativity and imagination in developing and implementing engagement strategies with existing donors and prospects.
- Friendly and comfortable with diverse groups; networks effectively and establishes long-term relationships with the community.
- Excellent oral and written communication skills
- Strong interpersonal and relationship-building abilities, with the personality to work collaboratively with co-workers, volunteers, and donors; a team builder.
- Ability to work independently and proactively.
- Capable of directing and working effectively with donors, volunteers, staff and committees in various activities while under pressure and/or deadlines.
- Donor database experience. (Salesforce preferred)

*Flexibility is a vital aspect of the role as Development Assistant. There will be miscellaneous tasks and responsibilities that may be assigned to you. It will be essential that your role be viewed as being a flexible member of a team. We are excited and thankful for your skills and gifts.*

## **Hours**

This is a full-time, salaried position. The general hours will be completed during regular business hours. However, flexibility will be required based on evening/weekend meetings and events.

## **Compensation**

Compensation commensurate with experience.