

Donor Relations Manager

FLSA Status: Exempt

Pay Rate: \$54,600/yr.

Category: Full-time 35 hrs/wk

Reports to: Development Director

Summary:

The Donor Relations Manager is responsible for cultivating, maintaining, and expanding relationships with sponsors, donors, and businesses to support the Tower Theatre Foundation's mission. This position plays a key role in identifying new sponsorship opportunities, managing a portfolio of existing sponsors, and ensuring a high level of engagement and satisfaction.

Working closely with the Development Director, the Donor Relations Manager will also contribute to the strategic development and implementation of a comprehensive major donor program. This includes identifying prospective major donors, supporting solicitation efforts, and creating personalized stewardship plans to strengthen long-term relationships and increase philanthropic support.

As the primary point of contact for corporate and individual sponsors, the Donor Relations Manager collaborates with internal teams to align sponsorship and donor activities with the Foundation's programming, events, and communications.

Essential Duties:

Relationship Management and Sponsorship Development

- Identify and capture potential new sponsor opportunities.
- Develop creative strategies to attract and retain business prospects.
- Interact with sponsors to enhance and maintain relationships.
- Manage the Nook including invites, supplies and schedules.
- Work with accounting department to manage accounts receivables to ensure timely sponsorship payments.
- Execute all sponsorship benefits.
- Communicate sponsor needs, expectations, and benefits to internal teams.
- Maintain a good understanding of sponsors and their business strategies.
- Establish plans for long-term sponsor retention and increased loyalty.
- Make presentations at sponsor meetings to secure support.
- Collaborate closely with the Development Director to design, launch, and grow a comprehensive Major Donor program.

Additional Responsibilities

- Occasional tasks outside your normal scope of duties may be required from time to time as coverage for other teammates.

Knowledge-Skills-Abilities:

- Strong interpersonal skills with a polite, friendly, and diplomatic manner.
- Excellent written and verbal communication skills.
- Ability to prioritize and manage multiple tasks simultaneously.
- Ability to work efficiently under pressure and meet deadlines.
- Excellent organizational and administrative skills.
- Strong attention to detail.

Qualifications:

- Bachelor's Degree in Nonprofit Management, Business Administration, or equivalent education and experience.
- Five years of experience in sales and/or corporate relations.
- Experience managing budgets, accounts, clients, and customers.
- Proven working knowledge of nonprofits and fundraising.
- Strong negotiation skills and the ability to generate ideas.
- Understanding of donor stewardship principles.
- Ability to handle rejection professionally.
- Proficient with Microsoft Office Suite and fundraising technologies.

Working Conditions:

Environment

- Indoor setting in both an office and theatre environments.
- Occasional exposure to loud noise.

Physical Requirements

- Frequent sitting up to 80% and up to 20% standing or moving around.
- Ability to stand, sit, bend, kneel and reach above the shoulders.
- Strong hand-eye coordination to execute tasks effectively.
- Ability to climb stairs frequently.
- Ability to lift up to 20 pounds on occasion, which may include navigating stairs during the lifting process.

Travel Requirements:

5% travel on a monthly basis via walking and vehicle within Central Oregon.

Acknowledgment:

I have reviewed this job description and I understand all of my job duties and responsibilities. I am able to perform the essential functions of this position with or without accommodation and I understand that this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of me and that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or the human resources representative.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to affixing my signature.

Employee's Signature

Date

The Tower Theatre Foundation is an equal opportunity employer committed to diversity, equity, inclusion, belonging and accessibility. We value and actively seek individuals from all backgrounds and experiences to join our team. All qualified applicants will receive consideration for employment and promotion opportunities without regard to race, color, religion, gender, gender identity or expression, pregnancy status, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other protected class. We are dedicated to providing reasonable accommodations to individuals with disabilities throughout the employee's employment tenure. If you require accommodation please notify your supervisor and the human resources representative. Your request will be handled confidentially and in accordance with applicable laws. We appreciate the diversity that each individual brings to our workplace, and we strive to create an inclusive environment where everyone can thrive.