

The Salvation Army, an internationally recognized non-profit, faith-based organization, has a job opening for a **Donor Relations Specialist** for the Divisional Headquarters located in Jackson, MS.

Location: The Salvation Army Alabama, Louisiana, Mississippi, Divisional Headquarters Jackson, MS.

Position Title: Donor Relations Specialist

Position Type: Regular Full Time/ Salary

Pay Range: \$47,476 - \$50,000

Schedule: Monday- Friday

About this opportunity:

- This position plans, designs, and implements a comprehensive mid-level donor cultivation, communication, and solicitation strategy that appropriately and consistently promotes the retention and advancement of mid-level donors.

Responsibilities include:

- Managing and implementing a robust mid-level donor program with a portfolio of between 300 and 400 donors and prospects to secure gifts with expected annual giving in the \$1000 - \$4999 range and enhancing the pipeline of major donor prospects.
- Working with Resource Development Directors to transfer mid-level donors from their portfolios, managing those donors, monitoring new donors who contribute between \$1,000 and \$5,000 to add them to the portfolio, researching each for potential gift levels, and discussing major gift prospects identified with the Resource Development Director to develop a strategy and a cultivation plan.
- Developing, prioritizing, implementing cultivating, and soliciting, stewardship strategies for the portfolio of donors that actively move donors through the giving cycle.
- Working to appropriately identify, qualify, cultivate, solicit, and stewards' donors.
- Establishing a financial goal for each donor and creating a plan to reach that goal.
- Working to reach out to donors effectively and consistently via phone and email to advance their affinity, allegiance, and support.
- Working with Resource Development Directors to identify and then manage mid-level donors and 24 months lapsed major donors that have a high wealth rating.
- Meeting or exceeding annual fundraising goals.
- Meeting or exceeding activity matrix.
- Creating and presenting monthly reports that accurately reflect portfolio activity and performance.
- Developing correspondence for donors that keeps them informed and active in supporting the local command.

- Transferring mid-level donors to Resource Development Directors when annual gifts reach \$5,000.
- Ensuring that all donors and donor interactions are tracked accurately, and that individual gifts are acknowledged in a timely and appropriate manner.

What we are looking for in you:

- Bachelor's Degree from an accredited college or university.
or
- Three years progressively responsible experience supporting donors and maintaining donor data in a donor management system with demonstrated experience in effective donor relations and development.
Or
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Valid Driver's License.

Physical Requirements and Working Conditions:

Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking. Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

Employee Benefits

- Health Insurance
- Voluntary Life Insurance
- Aflac Supplemental - Critical Illness; Accident; Hospital; Vision; Dental
- Vacation, Sick, Personal Leave Time
- Retirement Plans

Why work for us?

The Salvation Army offers a broad range of career opportunities, particularly targeted toward those motivated by our mission, to preach the gospel of Jesus Christ and to meet human needs in his name without discrimination.

We strive to do the "Most Good" for our employees by offering a greater sense of purpose in the work performed by training and mentoring employees and by offering competitive compensation and benefit plans. Our employees understand at the core of their work is the opportunity to be an integral part of an organization that is *Doing the Most Good*, with these five values at the heart of everything we do:

We are...

- Passionate
- Compassionate
- Uplifting
- Brave
- Trustworthy

To learn more about the ALM Divisional Headquarters, Jackson MS, please visit the website below: <https://salvationarmyalm.org/>.

Additional Information: All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, please select the “Apply Now” icon at the bottom of this posting.

Application Submittal Period: 11/21/23-12/5/23

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled