



Position: Senior Manager, Donor Relations

ABOUT BBBSEMO – www.bbbsemo.com – Find us on Facebook, Twitter and Instagram at @bbbsemo

OUR PURPOSE – Partner with young people in their pursuit of a meaningful, stable, and independent life.

POSITION PURPOSE: The Senior Manager, Donor Relations reports directly to the CEO and is a member of the Office of the President/CEO. In partnership with the CEO, Board of Directors, CEO team and colleagues across the organization, the Senior Manager is responsible for actively identifying, researching, cultivating, soliciting and stewarding corporate and individual donors.

Core Job Responsibilities

- Supports no less than 50 donor relationships.
- Pursues stretch goals, developing detailed plans for success, including but not limited to, actions and deadlines (annual, capacity/capital building and endowment fund raising).
- Maintains a timely record of all engagements, documenting detailed notes and actions in the CRM system.
- Participates in critical planning sessions within and outside the department.
- Serves as an agency ambassador, attending community events and participating in various activities.

Key Job Competencies

Results – Can be counted on to exceed goals; is constantly and consistently one of the top performers; bottom-line oriented; steadfastly pushes self and others for results.

Perseverance – Pursues everything with energy, drive and a need to finish; seldom gives up before finishing; especially in the face of resistance or setbacks.

Organizing – Can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.

Process Management – Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

EDUCATION & RELATED WORK EXPERIENCE

EDUCATION AND EXPERIENCE QUALIFICATIONS

- Bachelor's degree required.
- 3+ years of success in major gifts fund raising.
- Embraces and encourages thoughtful action and accomplishes work with and through others via purposeful collaboration.
- Is eager to build relationships with donors, helping them understand the purpose and impact of the agency.
- Experience working with all levels; ability to prepare and present to senior teams and Board of Directors.
- Confident and self-aware; ability to use appropriate communication style for various levels across the organization.
- Strong project planning and management skills; able to manage multiple key projects simultaneously.

- Technology/computer skills needed. Proficient in the following platforms: MS Office Suite (specifically Word, Excel, & Teams); Outlook, Zoom. Experience using Salesforce or CRM.

Typical Profile of a Big Brothers Big Sisters Team Member

- Someone who knows how to make things happen.
- A thinker who can participate in a team environment to create and execute on new projects and goals.
- A self--starter who isn't afraid to work hard.
- Someone who understands what it means to "take ownership" and run with it.
- A planner who can map out the steps to success and follow through.
- Someone who is adaptable and quick on their feet.
- Someone who is curious- always on the lookout for the next opportunity, to create and/or improve.

COMPENSATION AND BENEFITS

- Salary will be based upon professional and academic experience (salary range - \$50,000-\$65,000)
- 401(k) – 3% match per year following first year of employment.
- .54 cents reimbursement on business miles and 100% of out of office parking for business meetings, etc.
- Immediate and 100% coverage on health and dental insurance.
- Life insurance, short term and long term disability insurance following the first ninety days of employment.
- 50% contribution toward daily parking in covered garage (employee covers approximately \$32.50 per month).
- 10 days of paid vacation after one year of service.
- Accrue 1 day per month of sick leave (can also be used for family illnesses) – can carry up to 30 days of sick leave.
- 2 personal days per year following the first ninety days of employment.
- Annual raises based on performance, culture and agency's ability.
- 10 paid holidays.
- Innovative, empowering and autonomous work environment.
- Opportunities for advancement.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

- Flexible work hours to meet requirements/deadlines.
- Statewide travel from time-to-time.
- Must have reliable transportation, valid driver's license, and meet state required automobile insurance minimums.

TO APPLY

Send your cover letter and resume to hr@bbbsemo.org. No in-person or phone applications will be accepted. Please do not call or inquire in person.

Equal Employment Opportunity

BBBSEMO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.