



Donor Relationship Manager (Major Gift Officer)

POSITION DESCRIPTION:

Donor Relationship Manager will be responsible for building and maintaining relationships with a portfolio of major donors to help Minsi Trails Council achieve its long-term strategic and annual operating goals. Position will work closely with the Council's development team on the identification, solicitation, cultivation, and stewardship of major donors and prospects. This position will also play an important role in developing a strong donor-centric culture and a culture of philanthropy within Minsi Trails Council.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develop and manage a portfolio of 100+ current and prospective donors; solicit and close major gifts (\$5,000+)
- Prepare solicitation strategies and plans for individual major gift donors and prospects
- Conduct one-on-one cultivation, solicitation and stewardship with donors and prospects
- Use “moves management” to engage donors and prospects to make annual, special project, and planned gifts to Council
- Assist with fundraising events (fundraising dinners, breakfast, golf tournaments, etc.) and other donor cultivation events
- Participate in staff meetings, meetings with other departments, and other administrative work as necessary
- Use and implement consistent donor messaging through various communication channels
- Develop strategies to identify, engage and solicit alumni participation among key constituent groups
- Make ongoing, concerted effort to thank donors in meaningful ways
- Conduct and direct research to identify major gift prospects and obtain information concerning financial capability, special interests, history, current connections with other organizations, close friends and advisors, and financial contributions to other causes
- Manage special projects as required to further development efforts of the Council
- Keep up to date on donor cultivation best practices as they pertain to major gifts

This position is exempt, salaried, and full-time working 40 hours/week, although the hours may exceed 40 hours based on the needs of the job and may consist of some out-of-town travel.





QUALIFICATIONS:

Required

- An understanding of and commitment to the mission of the Boy Scouts of America as a youth development organization
- Ability to engage donors and prospective donors in our mission
- Three years+ of successful experience in major gift fundraising
- Bachelor's degree in a related field
- Excellent interpersonal skills and a demonstrated record of completing assignments
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- Knowledge of conducting research and preparing data; internet research and database research skills
- Proven relationship builder with ability to relate well and work effectively with multiple constituencies and audiences
- Strong organization skills; detail oriented with strong follow-through and the ability to meet aggressive deadlines
- Proficient in Microsoft Office suite of products
- Valid driver's license and access to a vehicle

Preferred

- Knowledgeable in constituent relationship management systems (Raiser's Edge, Blackbaud, etc.)
- Scouting background
- CFRE certification

COMPENSATION & BENEFITS: Salary based on experience. Excellent benefits provided.

TO APPLY: All applications are treated confidentially. Candidates should send a letter, resume, and description of previous success in fundraising to Lisa Finkelstein, Sr. Development Director, P.O. Box 20624, Lehigh Valley, PA 18002-0624 or by email at lisa.finkelstein@scouting.org. Applications will be accepted until the position is filled. No calls please. The Minsi Trails Council, BSA is an equal opportunity employer.

ABOUT THE MINSI TRAILS COUNCIL, BSA: The Minsi Trails Council serves more than 10,300 youth in six counties: Lehigh, Northampton, Warren (NJ), Monroe, Carbon, and Luzerne, through over 320 Scouting units chartered to civic, service, faith-based, and educational organizations. Scouting provides youth with dynamic outdoor programs that builds character, leadership, and achievement while fostering active citizenship and encouraging personal fitness.

