



DONOR RELATIONS ASSOCIATE

Position Description

The Scholarship Foundation of Santa Barbara seeks a fundraising professional to serve as Donor Relations Associate. This position requires the ability to cultivate and steward relationships with donors and potential donors, and secure gifts from new and mid-level individuals and businesses, utilizing moves management to increase donor giving and affinity. The incumbent will be required to work independently and collaboratively to meet fundraising goals, fulfill donor metrics, establish new relationships, and execute on projects and events. The Donor Relations Associate must have excellent written and verbal communication skills, be comfortable engaging with a diverse group of stakeholders, and demonstrate a clear understanding of pipeline management. Knowledge of the particulars of Santa Barbara philanthropy is a plus.

Primary Responsibilities

1. Support all aspects of the Scholarship Foundation's fundraising efforts, including donor identification, cultivation, and management; event staffing; volunteer management; fieldwork; direct mail solicitations; correspondence; and various outreach initiatives.
2. Maintain a portfolio of new and mid-level donors and perform all aspects of moves management, including identification, cultivation, solicitation, and stewardship; meeting with constituents on and off site; and serving as an ambassador for the organization within the community.
3. Support the coordination and execution of fundraising and donor-centric events.
4. Utilize office equipment and database technologies efficiently and effectively.
5. Abide by the Association of Fundraising Professionals Code of Ethical Standards and exercise discretion and judgement in relation to donors, the organization, its personnel, and leadership.

Secondary Responsibilities

1. Provide support to the CEO and Director of Development, including special projects as needed.
2. Other duties as assigned

Minimum Qualifications

1. Four years of fundraising experience in a nonprofit setting.
2. Experience with processing contributions.

3. Familiarity with donor and accounting software and the ability to master new software applications.
4. Proficient with Microsoft Office applications, including Outlook, Word, Excel, and Access.
5. Able to operate standard office equipment such as phones, computer workstations, copiers, and printers.
6. Able to communicate clearly and effectively both verbally and in writing.
7. Represent the Foundation to student aid recipients, donors, and others in a professional and courteous manner.
8. Bachelor's degree required.
9. Able to lift and carry 30 lbs.

SALARY RANGE:

\$50,000–\$62,000 DOE

FOR CONSIDERATION, PLEASE SUBMIT:

- Cover letter
- Résumé

TO:

hr@sbscholarship.org

No telephone calls please. This is a full-time, non-exempt position.

The Scholarship Foundation of Santa Barbara is the nation's largest community-based provider of college scholarships, having cumulatively awarded in excess of \$150 million to some 62,000 students countywide since its founding in 1962. A nonprofit organization, the Scholarship Foundation also provides free financial aid advising services. For additional information, visit www.sbscholarship.org.