



of Metropolitan Dallas

Position Title: Donor Engagement Manager

Category/FLSA Status: Full-time, Exempt

Supervisor: Vice President of Advancement

Supervises: TBD

Position Summary:

Reporting to the Vice President of Advancement, the Donor Engagement Manager is responsible for managing and enhancing relationships with individual donors to meet revenue goals to support rapid growth of Girls Inc. Dallas. This role involves developing and implementing strategies for donor engagement, retention, and growth, ensuring donors feel valued and informed. Key duties include prospecting and cultivating donor relationships, stewardship, planning engagement activities, and maintaining accurate donor records. The Donor Engagement Manager works closely with senior leadership and members of the team to achieve fundraising goals and support the organization's mission.

Primary Responsibilities & Duties:

- Develop and execute donor stewardship plans to cultivate and retain donor relationships.
- Oversee the acknowledgment process, including thank-you letters, phone calls, and recognition programs.
- Organize and manage donor events.
- Collaborate on creation and distribution of donor communications, such as newsletters, impact reports, and updates.
- Implement strategic plans for donor engagement and retention.
- Identify and segment donors for targeted communications and engagement activities including monthly donors, major donors, donor affinity groups - Champions for Girls and Leaders for Girls.
- Develop strategies to upgrade donor contributions and move donors through the giving pipeline.
- Maintain accurate and up-to-date donor records in the donor management system (Bloomerang).
- Track and report on donor interactions, ensuring data integrity and confidentiality.
- Generate regular reports on donor activity, engagement metrics, and fundraising progress.
- Manage individual fundraising efforts and annual campaigns including direct mail and digital communications.
- Develop and execute annual fundraising plans.
- Handle donor inquiries and resolve any issues promptly and professionally.
- Prepare materials for donor meetings and events, including presentations and informational packets.
- Manage budgets related to donor relations activities and events.

Minimum Qualifications:

- Bachelor's degree in Fundraising, Nonprofit Management, or a related field or relevant work experience.
- 3 years of experience in donor relations and fundraising.
- Excellent communication and interpersonal skills.
- Strong organizational and project management abilities.
- Proficiency with CRM software and donor management systems.
- Ability to work independently and as part of a team.

- Passion for the nonprofit sector and the organization's mission.
- Proven success in managing donor relationships and executing fundraising campaigns.
- Ability to work under pressure and handle multiple priorities.
- High level of discretion and ethical standards in handling confidential information.
- Commitment to diversity, equity, and inclusion in all aspects of the role.
- Ability to analyze data and generate meaningful reports.
- High level of attention to detail and accuracy.
- Strong interpersonal skills and the ability to build relationships with donors, volunteers, and staff.
- Flexibility to work evenings and weekends as required for donor events.
- Enthusiasm for building relationships and engaging with donors.

Preferred Qualifications:

- Four-plus years of experience in donor relations and fundraising.
- Certified Fundraising Executive (CFRE) or Certified Fund-Raising Manager (CFRM)
- Knowledge of fundraising laws and regulations.
- Familiarity with the Dallas nonprofit sector.
- Experience implementing and overseeing planned giving.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office setting. This person must travel to various locations throughout Dallas County, including some evenings and weekends for events. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials. Work location is hybrid; minimum three scheduled days per week at Love Field office location.

Equal Employment Opportunity:

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Please send cover letter, resume, and salary requirements to development@girlsincdallas.org.