

Donor and Development Manager

Position Description | March 2022

The **Donor and Development Manager** is responsible for managing the donor database and donor relationships and for performing a wide range of development and administrative functions. He/she ensures the accuracy and integrity of data, researches and rectifies discrepancies, and follows through with donors when necessary. He/she builds a database of prospective major donors and business underwriters/sponsors.

The position also includes administrative and operational responsibilities. The ideal candidate has well-rounded skills, a strong work ethic, a service orientation, great organizational skills, a friendly and positive demeanor, and a passion for Catholic radio. The Station of the Cross is a non-profit Catholic organization. The Donor and Development Manager reports to the General Manager and is a full-time, onsite office-based position in Buffalo, NY. **This position cannot be performed remotely.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Donor Management & Relationships

- Maintain and manage donor database to ensure donor accounts reflect updated and accurate information.
- Review all outputs and resolve discrepancies to ensure accuracy.
- Maintain, organize and streamline data system.
- Periodically perform quality checks on data.
- Ensure safety and security of information.
- Develop Excel data reports that enable donor and market segmentation analysis.
- Generate and organize correspondence with donors.
- Research and answer donors' questions with courtesy, respect, and tact.
- Run reports for key operations of the network.

Development & Administrative Management

- Perform tasks related to Appeals (finding gifts, coordinating mailings, mailing gifts etc.).
- Recruit, coordinate and manage volunteers.
- Write and disseminate news releases, monthly newsletter, and e-mails.
- Research and generate ideas for promotional materials.
- Develop and distribute marketing collateral and promotional materials.
- Coordinate with other organizations, negotiate media trades, participate in local Catholic conferences and community events.
- Answer and respond to listeners' inquiries.

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

To apply, please send a resume **and cover letter** stating interest and qualifications to:

Zach Krajacic
General Manager
The Station of the Cross
6325 Sheridan Drive
Williamsville, NY 14221
ZachK@thestationofthecross.com

REQUIRED QUALIFICATIONS:

- Practicing Catholic, with a strong belief in the Catholic Church's teachings.
- Associate's degree and 1+ year of related experience.
- Enjoy performing detailed tasks & working with data.
- Outstanding organization and task-management skills.
- Attention to detail, accuracy, and quality.
- Exceptional work ethic
- Proficiency with Microsoft Office, including Excel data reports and mail merges.
- Goal-oriented individual with initiative, enthusiasm, and a "can-do" attitude.
- Excellent communication, phone, interpersonal skills.
- Willingness and ability to work collaboratively with others and take direction.
- Ability to multi-task and adapt to last-minute changes in daily duties.
- Analytical and problem-solving skills.
- Confidentiality, honesty and integrity.
- Willingness to work outside normal duties.
- Ability to travel; valid drivers' license.
- Must be able to lift up to 50 lbs, to use a computer keyboard for up to 8 hours/day, to work standing for up to 8 hours/day, and to sit for up to 8 hours/day.

PREFERRED QUALIFICATIONS:

- Bachelor's degree and 2+years of related experience.
- Knowledge of fundraising management software and Constant Contact (or other mass email software).