



JOB DESCRIPTION

CLASSIFICATION:	Exempt/Salary
POSITION:	Donor Relations Messaging Manager
EMPLOYMENT STATUS:	Full Time
Works With:	Donors Relationship Team, Marketing & Communications Team, and Direct Mail Contractor

The **Donor Relations Communication Manager** will have primary responsibility for managing the direct mail program, writing grants and proposals, organizing fundraising events and implementing various fundraising strategies as directed by the Donor Relationship Team.

It is expected that the amount raised by SHI will increase in future years as the Donor Relationship team systematically and effectively strengthens the organization's overall fundraising capacity. SHI operates on a team structure and the **Donor Relations Messaging Manager** will be a supporting role on several of these teams.

RESPONSIBILITIES:

- Actively work with the Donor Relationships and Marketing and Communications Teams to research and reach out to foundations, businesses and major donors to acquire donations.
- Retains primary responsibility for writing grants and proposals.
- Develop online and Direct mailings to various levels of SHI donor base and new prospects by coordinating with a company contracted to write, produce and send via mail.
- Write compelling conversational and storytelling pieces to attract donor interest.
- Local event management.
- Other duties as needed and directed by the Donor Relations Team.

QUALIFICATIONS:

- A minimum of 4-5 years nonprofit and professional business experience in an organization of similar size with demonstrated success in a development function (managing and forging relationships with multiple donor sources).
- Bachelor's degree or equivalent experience required
- Experience managing staffs and teams.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of individuals. Ability to write compelling communications.
- Strong computer skills including Microsoft Word, Excel, PowerPoint, Publisher and Outlook. Adept in use of donor contact management systems with preference given for knowledge of Salesforce, Pardot and WordPress familiarity.
- Strong organizational skills, detail orientation and ability to multi-task.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical

Fundraising initiatives

- Self-motivated and capable of working independently and meeting deadlines. Willingness and ability to put in long hours, evenings, and weekends as needed to accomplish organizational mission.
- Willing to travel as needed (up to 10% of time).
- A passionate concern for women and children in crisis and for the eradication of sexual slavery

Our organization's culture is important to us. Successful candidates will identify easily with a set of character attributes, as listed below:

- **A Communicator:** You possess strong communication skills and have been told you have good customer service skills; you like people and want to help.
- **A Critical Thinker:** You have a mind that regularly looks for ways to find efficiencies, innovate, and make improvements where you can.
- **Process-Orientated:** You're able to understand, work in, create, and improve processes.
- **A Collaborator:** You are a team player and relationship builder whose "can-do" attitude inspires others while working together to solve problems to meet organizational needs.
- **Someone Who Seeks to Learn:** You are eager to listen, study, and learn new things quickly; you are resourceful and are open to regularly accepting and growing from feedback.
- **Entrepreneurial:** You have proven success working in a fast-paced and changing environment; you are excited to play in a space where you're adding value to the organization and its mission.

ABOUT SHARED HOPE:

Shared Hope International is dedicated to bringing an end to sex trafficking through our three-pronged approach – prevent, restore, and bring justice. More information can be found at www.sharedhope.org.

TO APPLY:

Qualified candidates should email to jobs@sharedhope.org:

- 1) Cover letter
- 2) Resume
- 3) A list of three (3) professional references with contact information (name, phone, and email address).

Interviews of all qualified applicants will be in-person at SHI's Vancouver, WA office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be determined based upon applicant's availability.

SALARY AND BENEFITS:

Salary is \$50-60K based upon education and experience with annual performance-based salary increases. SHI's full-time employee benefits include 401K employer match up to 3% of your salary, health insurance benefits with \$100/month employee contribution, eight paid holidays and a generous PTO policy.