



Position Title: Donor Relations Associate (Individual Giving, Corporate & Foundation Relations)

Reports to: Development Manager (reports to E.D. if Development Manager is vacant)

Position Description:

Primary Purpose:

Works closely with Development Manager and Executive Director to engage, advance and sustain relationships through direct mail, sponsorships, grants, and events. Key focuses of this position are event management, corporate/foundation relations, and individual giving.

Specific Duties:

Event Management

- Serves as primary event manager on all UVHS events.
- Independently manage numerous smaller events and supply drives each year.
- Work as part of a team to plan annual signature fundraising events (walk-a-thon and black tie auction).
- Lead audience development for signature events.
- Develop and monitor expense and income budgets for events.
- Meet corporate sponsorship goals for events.
- Attend majority of smaller events and all signature events.
- Manage volunteers who sign up to support events.

Corporate Relations

- Engage businesses to support UVHS.
- Solicit businesses for general donations, in-kind support, and event sponsorship.
- Recommend business and corporations for outreach by Executive Director
- Schedule CEO-to-CEO meetings as appropriate.
- Coordinate money can program.

Foundation Relations

- Support Development Manager and Executive Director to develop, write and submit grant proposals to foundations.
- Provide timely reporting to corporate and foundation funders.

Individual Giving

- Work with Development Manager and Executive Director to write and design four appeals per year. Work as part of a team to schedule printing and mailing.
- Document donor contact in database of record (E-Tapestry).
- Recommend donors for outreach by Executive Director
- Schedule meetings for Executive Director as requested/appropriate.

Additional Responsibilities

- Work as part of a team to produce quarterly supporter impact print newsletter.
- Work as part of a team to design marketing collateral for print ads, web content, fundraising events and appeals.

General Duties:

- Maintain a positive public image for UVHS
- Actively seek opportunities to utilize volunteer talent.
- Other duties as assigned

Qualifications Required:

- Experience soliciting financial contributions or strong desire to learn
- Event management experience
- Knowledge of direct mail best practices or a strong desire to learn
- Excellent verbal and written communications skills
- Familiarity with grant application and reporting
- Experience with donor or customer relationship management software preferred
- Prospect research experience is not required but would be a big plus
- Ability to communicate effectively with staff, volunteers, and the public in a professional, courteous, respectful, and compassionate manner.
- Ability to work both independently and as a team
- Dedication to outstanding donor service.
- Microsoft Office (particularly Word, Excel, and Publisher)
- Must have a passion for animals and support the UVHS mission of compassionately connecting people and pets
- Ability to work in a high paced dynamic environment, multi-task, prioritize, and handle stress productively
- Enthusiasm and a sense of humor.
- Must genuinely enjoy people.
- Ability to lift 40 pounds and sit or stand for extended periods of time
- Bachelor's degree preferred

Work Hours: This is a 40 hour per week salaried position. Schedule is generally Tuesday through Saturday 8:30 am – 4:30 pm with some flexibility based on the needs of the individual and organization. The position does include some weekend and evening hours as needed for events.