



Donor Engagement Specialist

Job Description

Reports To Development Director

Basic Function Philanthropy Coordinator is a key member of the development team, responsible for building and sustaining relationships with donors who have the potential to make significant contributions to support First Coast Women's Services mission and programs. This role focuses on identifying, cultivating, soliciting, and stewarding a portfolio of mid-level donors, with a goal of increasing philanthropic engagement and revenue for the organization.

Principal Responsibilities

1. Donor Identification and Cultivation
 - Identify prospective major donors through research, networking, and partnerships within the community.
 - Develop and execute cultivation plans tailored to the interests, passions, and giving capacity of individual donors.
 - Maintain regular communication with major donors to engage them in the organization's mission and programs.
2. Solicitation and Stewardship
 - Design and implement strategies for soliciting major gifts, including face-to-face solicitations, events, proposals, and personalized appeals.
 - Prepare and present compelling proposals and presentations that clearly articulate the organization's funding needs and impact.
 - Establish and maintain stewardship plans to recognize donors' contributions and encourage ongoing support.
3. Relationship Management and Reporting
 - Manage a portfolio of 100+ mid-level donors and maintain detailed records of interactions, proposals, and outcomes; moving them to major donors.
 - Utilize CRM tools to track and report progress on goals, donor engagements, and revenue targets.
 - Collaborate with development, communications, and program teams to align donor interests with organizational priorities and opportunities.
4. Strategic Planning and Revenue Goals
 - Within the development department, participate in strategic planning sessions to set and achieve annual and long-term fundraising goals.
 - Analyze giving trends and donor data to inform strategies and improve outreach effectiveness.
 - Develop and implement strategies to grow the major gifts pipeline, fostering new relationships to expand the organization's donor base.

5. Teamwork within the Development Department

- The development department has five major giving events throughout the year. It is necessary to contribute as a team-member towards these events and in other capacities as necessary.
- Plan micro-events with mid-level portfolio as a follow-up procedure after major events and when necessary to increase engagement.

Qualifications:

- A minimum of three to five years of Development experience is required.
- Bachelor's degree or equivalent experience in Development.
- Be a committed Christian who demonstrates and personal relationship with Jesus Christ as Savior and Lord. Exhibit a strong commitment and dedication to the Pro-Life position. Agree with and willing to uphold the Statment of Faith, Core Values, and policies of FCWS.

Skills & Abilities

- Works well with a collaborative, team-based structure.
- Excellent oral and written communication skills.
- Detail-oriented
- Excellent interpersonal skills.
- Ability to manage multiple projects simultaneously, meet deadlines, and coordinate projects with internal and external constituents.
- Ability to make effective and persuasive presentations.
- Excellent follow-through skills, results-oriented, works well in a cross-functional environment.
- High level of proficiency with Fund Easy, Microsoft Office Suite (Excel, Word & Publisher), Canva, and E-tapestry.