



**845 West Ridge Road, Gainesville, GA, 770-532-6617, [www.HSNEGA.org](http://www.HSNEGA.org)**

**POSITION:** Donor Relations Specialist  
**REPORTS TO:** Events and Donor Relations Manager  
**GRADE LEVEL:** Entry-level  
**HOURS:** 40 hours, typically Monday – Friday, however, this position has varying working hours including occasional night and weekend hours  
**CLASS:** Full-time, hourly

The Humane Society of Northeast (HSNEGA) is looking for a talented, self-driven individual to assist with the stewardship processes and activities for the donor relations team. The position reports to the Events and Donor Relations Manager and works proactively to facilitate effective stewardship activities for donors, leadership volunteers, and other constituents as necessary. This entry level position is ideal for an individual who has a desire to learn and develop within a growing, progressive organization and contribute to the growth and success of a cause-related organization.

#### **ESSENTIAL FUNCTIONS**

- Provides ongoing, in-depth support for donor relations/stewardship activities for the Events and Donor Relations Manager (including assisting with specific giving programs and maintaining CRM database) and the Chief Philanthropy Officer (including assisting with mid-level/major gift and planned giving programs).
- Provides support for all direct mailings and data entry and data reporting.
- Assists in various fundraising initiatives including, but not limited to, fundraising campaigns and special events.

#### **RESPONSIBILITIES**

- Assists with coordinating and tracking fundraising programs and strategies for the long-term cultivation, solicitation, and stewardship of current donors and donor prospects ensuring donors are thanked in a timely and meaningful manner via phone calls, written materials, and other means.
- Maintains the annual stewardship calendar, which includes proactively completing tasks, tracking deadlines, and prompting the team when various actions are due.
- Maintains records and ensures that gift, donor, and recipient information is tracked appropriately in CRM database.
- Coordinates the regular reporting on progress of fundraising campaigns, appeals and events.
- Assists with preparing or finalizing correspondence and other written materials for donors/supporters with attention to proofreading and grammar.
- Oversees donor invoices/pledges including tracking status of gifts.
- Coordinates site visits/tours and meetings with current donors and prospects, and assists with follow-up.
- Helps plan and execute donor stewardship events including recognition events such as grand openings, ask events, etc.
- Assists with creating, maintaining, and updating general information disseminated to donors about major gifts, planned gifts, and other opportunities, both in printed form and online.
- Coordinates/assists the Events and Donor Relations Manager with coordinating off-site annual/special fundraising events
- Provides administrative support to the Philanthropy Team

- Willingly and cooperatively perform other duties as assigned.

## **QUALIFICATIONS**

- Experience in public relations, communications, development, or related experience preferred. Internships count.
- Strong interpersonal and written communication skills.
- Must possess strong organizational skills very be detail-oriented.
- and be able to take part in more than one project
- Excellent computer skills for PC including Microsoft Office.
- Experience using CRM software preferred.
- Experience with Google programs such as Gmail, Google Drive, Google Sheets, Google Calendar, Google Slides, and Google Forms preferred.
- Strong project management skills including the ability to work independently, while receiving direction from senior staff, and knowing when appropriate to seek guidance.
- Collaborative team player with the ability to effectively and professionally communicate with a wide variety of stakeholders.
- Ability to work harmoniously with diverse groups and personalities, demonstrating patience and professionalism
- Ability to handle multiple projects, priorities, and deadlines. Extremely accurate with attention to detail.
- Ability to maintain confidentiality.
- Strong proactive work ethic and ability to take ownership of assigned duties. Must be a self-sufficient self-starter and driven to meet or exceed expectations.

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- Regularly sits at a computer station and operates electronic equipment.
- Regularly works with/exposed to animals/animal allergens with limited alternatives available.
- Some regional travel may be required.