POSITION: Donor Relations Manager
DEPARTMENT: Development

RESPONSIBILITIES: The Donor Relations Manager is responsible for the management of an assigned portfolio of individual and corporate constituents and/or new prospects to support Cornerstones of Care. Specifically, the position will effectively steward individual and corporate donor relationships, including prospect identification, cultivation, solicitation and stewardship for annual giving, special events and major gifts. This position is responsible for creating culturally-competent relationships and gift strategies for assigned individual and corporate donors as well as actively researching, building and stewarding new audiences and partnerships whose philanthropic interests overlap with agency goals. The primary job duties of the Donor Relations Manager are to meet or exceed solicitation and gift targets as assigned, represent and raise awareness for Cornerstones of Care in the community by identifying and securing speaking engagements with companies, organizations and other entities, and ensure appropriate and timely follow-up to secure/increase support. This position must commit to building knowledge-base of Cornerstones of Care programs to further help identify investors who have overlapping interest areas, participate in planning process, as requested, for annual giving and other donor communication materials. Actively participate in departmental budget and annual planning processes, particularly as it relates to individual and corporate donors and prospects. Utilize technology to generate relevant reports, and record all relationship information appropriately, accurately and timely. Provide leadership in promoting Sanctuary to internal and external audiences. Provide excellent customer service to all internal and external relationships.

QUALIFICATIONS: This position requires a Bachelor’s degree. Must have a minimum of three (3) years of fundraising experience, direct solicitation experience preferred. Knowledge of “moves management” principles preferred. The ideal candidate will have proficiency in Raiser’s Edge software. Must pass background check, physical and drug screening. This position also requires a valid driver’s license and proof of current vehicle insurance.

BENEFITS: Cornerstones of Care offers full-time employees a competitive benefits package, including: medical/dental/vision coverage; prescription coverage; accident insurance; short-term disability; health savings account (HSA); flexible spending account (FSA); paid time off; and retirement (401K). Part-time employees are eligible to participate in the 401k. To view a detailed Summary of Benefits please visit our website at www.cornerstonesofcare.org and under the heading “About Us” click on “Join Our Team.”

HOW TO APPLY: Please complete an online application at www.cornerstonesofcare.org

CORNERSTONES OF CARE’S ORGANIZATIONAL COMMITMENTS:
- Nonviolence-helping to build safety skills and a commitment to higher purpose
- Emotional Intelligence-helping to teach emotional management skills
- Social Learning-helping to build cognitive skills
- Open Communication-helping to overcome barriers to healthy communication, learn conflict management
- Democracy-helping to create civic skills of self-control, self-discipline, and administration of healthy authority
- Social Responsibility-helping to rebuild social connection skills, establish healthy attachment relationships
- Growth and Change-helping to work through loss and prepare for the future

Questions?
Please contact: Cornerstones of Care, Human Resources Department
300 E. 36th Street, Kansas City, MO 64111
Phone: (816) 508-1757
Fax: (816) 508-1757

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Cornerstones of Care is an Equal Opportunity Employer