



Assistant Director of Donor Engagement - Children's Harbor

Job Summary

Children's Harbor is a 35-year-old non-profit 501c3 whose mission is to strengthen families of seriously ill children through refuge, respite, and resources. The Assistant Director of Donor Engagement serves as a strategic project manager and plays a significant role in fundraising efforts responsible for ensuring revenue growth to support Children's Harbor. The role will include annual appeals, new donor strategy and stewardship, Peer-to-peer fundraising, donor retention, and impact reporting. This person will maintain a strong presence in the community to promote Children's Harbor. The position will report to the Senior Director of Donor Engagement and coordinate with the Development & Marketing Team.

Hours: Full Time / Birmingham, Alabama, FLSA Status: Salaried/Exempt, Employment: At-Will/Regular

Qualifications

Education/Experience

- Bachelor's degree preferred/Minimum three years documented fundraising/advancement/donor relations. Knowledge of a non-profit organization is a plus.
- Proven skills in project management, planning, implementing, and meeting target timelines.
- Problem-solving skills, the ability to anticipate challenges and obstacles, and the creativity to implement solutions effectively.
- Ability to organize, prioritize, and manage multiple tasks and deadlines in a fast-paced atmosphere.
- Strong interpersonal skills, a collaborative working style, and enthusiasm for building bridges between and among key stakeholders.
- Effective written communication is necessary to write and edit letters, emails, reports, discussion documents, proposals, and other solicitation materials.
- Strong verbal communication skills to articulate the mission and fundraising priorities persuasively.
- Ability to keep all information and data within the scope of the position with complete confidentiality and security.
- Experience using fundraising software, preferably Blackbaud's Raiser's Edge. Strong computer skills.

Responsibilities

- Plan and coordinate the execution of the following annual fundraising efforts- Spring Appeal- *Camp Changes Lives*, *Friends of Children's Harbor Auction (FOCH)* Sponsor appeal, Planned Giving appeal- IRA mailer, Giving Tuesday appeal, Christmas Card appeal, Anchor Society Renewal appeal, and *Share the Joy* end of year appeal. Pledgeline vendor is used to execute and mail these appeals, the Assistant Director will work closely with the Senior Director on

overall strategy, and with the Marketing & Communications Manager and Director of Database to plan the process.

- Develop and implement a plan for recurring gifts, loyalty program, and gift impact reporting.
- Serve as an advocate for fundraising for all who potentially engage and those engaged with Children's Harbor.
- Identify existing and new donor strategies and stewardship in coordination with the development team.
- Establish and maintain collaborative relationships with key programming staff, marketing and events staff, and development staff.
- Display a genuine attitude of "team player" with the development team to support overall goals.
- Demonstrate the qualities of self-direction, professionalism, and sound independent decision-making.
- Support a culture of continual improvement, displaying a willingness to evolve, adapt, and forge new solutions that improve operational efficiency and/or effectiveness.
- Perform other duties as assigned.

Interpersonal Skills

Alert, friendly, unassuming, and capable of communicating with donors, board members, and the public. Extremely high integrity and ability to maintain confidentiality of all information received. Maintain an organized, efficient, and accurate system of managing the daily workload. Must exercise good judgment, have an elevated level of initiative, and require little supervision. Must have an essential level of professionalism in his/her attitude and interactions, effective verbal and written communication skills with staff and the public, and an understanding of our mission and each program's mission.

Children's Harbor offers:

Competitive Salary that includes annual cost of living increase and potential up to 5% bonus

Professional development and training

Collaborative work environment

Supports work-life balance

Flexible benefit options to include health, vision, dental, *life insurance, *disability insurance, and *401-K with employer match (*some benefits require minimum months of employment)

Individual offices with shared conference room space

Available in-office snacks and drinks

Mileage reimbursement at the State rate or an available shared vehicle for work-related travel

Additional Requirements & Information

Detailed knowledge of general office equipment, Microsoft Suite and cloud-based filing system

Must have a valid AL driver's license with a good record

Employment agreement based on successfully completed background check and drug testing

This position is located in downtown Birmingham, AL location, with occasional travel for events/outings

To Submit Your Application for Consideration: Email cover letter and resume to:

LeAnn Crowe, Chief Development Officer

leanncrowe@childrensharbor.com

Children's Harbor is a smoke-free environment and an Equal Opportunity Employer.