

Nex-Generation Round Up for Youth, Inc.

Position Title: Donor Engagement Specialist
Reports To: Executive Director

EEOC Class: Professional
FLSA Status: Exempt

Mission: Our mission is to educate northwest and north central Kansas students about local career opportunities by providing and supporting programs in career development, entrepreneurship, and internship. Through these efforts, we hope to foster a positive sense of community and encourage youth to remain or return home to prosper.

Professional Overview: Reports to Executive Director and is responsible for the fundraising activities for Nex-Generation Round Up for Youth, Inc. Responsible for sharing the Nex-Generation story; cultivating donors; asking for donations and sponsorships; assisting with quarterly newsletters; corresponding with donors; planning and executing events to help build donor engagement and raise program awareness; and maintaining an accurate donor database.

Maintains a positive image for Nex-Generation through regular communications and activities with donors, businesses and business partners, community leaders, school administrators, and other individuals and organizations. Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common vision.

Responsibilities:

Develops, plans, and executes the daily fundraising plans, campaigns, and events for Nex-Generation:

- Makes daily calls and/or in-person meetings with donors and constituents.
- Plans, schedules, and executes fundraising campaigns and events to meet the annual budget.
- Works with the Executive Director to evaluate and adjust plans, as needed.
- Writes grant applications and solicits for annual sponsorships, bequests, and other sustainable support.
- Develops and maintains positive and professional relationships with area business/corporate representatives, officials, school administrators, and other community leaders to increase awareness of Nex-Generation's programs, activities, and needs.
- Increases awareness of the organization's programs, goals, and financial needs by telling the Nex-Generation story.
- Assists in designing, producing, and posting promotional/fundraising materials.
- Researches, identifies, and contacts prospective donors. Nurtures existing relationships with donors.
- Maintains the organization's online donor database. Provides thank you cards and annual receipts to donors.

Assists in preparing an annual fundraising budget, aligned with Nex-Gen goals and strategic plans.

Assists in ensuring all legal reporting requirements for fundraising are satisfied.

Performs other miscellaneous duties, as assigned. *

**These tasks do not meet the Americans with Disabilities Act definition of essential job functions and usually equal 5% or less of time spent. However, these tasks still constitute important performance aspects of the job.*

Knowledge, Skills, and Abilities:

1. Skill as a highly self-motivated individual, able to work independently and take initiative on projects
2. Ability to develop, build, and maintain positive relationships with donors, business associates, and team members
3. Ability to create and maintain a donor database
4. Skill in planning and executing fundraising campaigns and activities
5. Ability to conduct research, gather information, and write proposals
6. Skill in grant writing
7. Skill in using spreadsheet software, such as Excel
8. Ability to budget for events and campaigns
9. Ability to account for and track donations
10. Skill in oral, written, and interpersonal communication, with the ability to read and interpret the individual/room, listen effectively, and adjust body language and tone, accordingly
11. Ability to communicate in a confident, personable, and professional manner
12. Skill in public speaking and presenting
13. Skill in sales and negotiation
14. Ability to work under pressure and meet deadlines
15. Ability to create marketing campaigns, including the use of digital/social media strategies and platforms
16. Skill in time management, project management, and organization
17. Knowledge of Nex-Generation Round Up for Youth, Inc. charitable purpose and mission, as described in its articles of incorporation, bylaws, and policies
18. Ability to clearly communicate the organization's mission to prospective donors
19. Ability to travel to multiple locations to conduct or participate in Nex-Gen's programs and activities; to attend community events, meetings, or conferences; and to solicit for donations or sponsorships
20. Ability to maintain a valid Kansas driver's license

Education and Experience:

Bachelor's degree in business, communications, public relations, philanthropic studies, leadership, or a related field, or the equivalent work experience and previous fundraising experience. Must be able to pass a criminal background check.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to drive vehicle up to 300 miles per day to meet with donors/prospects.				X
Communication: Must be able to communicate orally and in writing with co-workers, donors, and prospects.				X
Movement: Must be able to move around work area and walk flights of stairs.		X		
Lifting/Pulling/Pushing: Must be able to lift and transport program materials/supplies, lifting up to 25# occasionally.	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good – Usual office working conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.