

JusticeMatters

Position: Donor Relations Manager
Type: Part-time (20 hours/week)
Status: Non-Exempt
Reports To: Chief Operating Officer
Location: JusticeMatters, Inc. - Durham, North Carolina

Job Summary

The Donor Relations Manager will be responsible for developing and implementing engagement and fundraising strategies to enhance and grow contribution and grant revenue from JusticeMatters' current and prospective donor communities. A key focus of the Donor Relations Manager will be the organization and strategic oversight of current and prospective donor data and analytics, including prospect identification, qualification, cultivation and stewardship.

Responsibilities include, but are not limited to:

Donor Relations 85%

- Oversee a portfolio of 350 - 400 donors and prospects, cultivating relationships with 100-150 donors and prospects.
- Participate in each step of the donor pipeline including: identification; qualification through research; cultivation; briefing; request for support; and prompt follow up, stewardship, and recognition.
- Work closely with the Executive Director to develop and implement donor engagement and stewardship strategy.
- Establish and manage donor relations processes regarding acknowledgement, recognition, ongoing communications and continued cultivation of past, current and prospective donors.
- Communicate JusticeMatters' history, mission, vision, and programmatic goals to current and prospective donors.
- Update donors and prospects via quarterly e-newsletters.
- Respond to donor inquiries via phone and email.
- Assist with coordination of fundraising events, if applicable.
- Stay current and knowledgeable on gift regulations and donor fund

management best practices.

Database Management 10%

- Maintain donor and donation records in Salesforce.
- Enter donor and donation data into Salesforce and create/run weekly, monthly, and periodic reports.
- Maintain integrity of donor and donation data.

Other Responsibilities - 5%

- Other responsibilities as requested by the Chief Operating Officer or Executive Director.

Qualifications

1. *Bachelor's degree required.*
2. *Demonstrated experience, success, and progressive responsibility in fundraising with a minimum of three to five years experience.*
3. *High level of discretion and ethical approach to fundraising.*
4. *Experience motivating and managing high-profile volunteer leadership and senior executives.*
5. *Excellent written and verbal communication and presentation skills.*
6. *Proficient with Microsoft Office and Google Suites as well as internet-based communications and research tools such as Google, Donor Search, LexisNexis, Mailchimp, etc.*
7. *Proficient in a Customer Relationship Management (CRM) database, such as Salesforce, a plus.*
8. *Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decision-making environment.*
9. *Strong interpersonal skills, cultural humility, and cross-cultural communication skills.*
10. *Demonstrated commitment to social justice.*
11. *Support of the mission and vision of JusticeMatters.*

About JusticeMatters

JusticeMatters provides trauma-informed legal services and promotes just policies and practices throughout North Carolina. Since 2011 we have been at the forefront of efforts to integrate principles of trauma-informed care in the legal profession – safety, trustworthiness, transparency, collaboration, empowerment, and choice. As we combat the horrors of human trafficking, we bear witness to the courage and resilience of survivors, the sacrifice and grit of caregivers, the expertise and

dedication of our collaborative partners, the passion and generosity of our supporters, and our mutual calling to seek justice for the flourishing of our neighbors here in North Carolina. In the last 5 years alone we've served over 1,200 clients and trained over 3,000 professionals. JusticeMatters is a team of people who celebrate the beauty in each of our neighbors and refuse to stand by when that beauty is violated. We value the pursuit of justice over personal comfort, systemic change over quick fixes. We acknowledge that our stories are intertwined with the stories of our clients, that we are bound together in our individual brokenness and collective call to fight for freedom and flourishing.

Benefits

- 10 days of paid time off (used for sick, vacation, etc.), ability to increase with length of service
- Flexible work schedule and ability to telework
- 50% Health insurance paid by JusticeMatters (based on percentage of hours worked)
- 100% Counseling services paid by JusticeMatters*

*Counseling services are paid by generous donors and payments made based on availability of funds.

For more information please visit our website at www.justicemattersnc.org or contact LaToya King at latoya@justicemattersnc.org. To apply, please send a cover letter and resume to latoya@justicemattersnc.org.