

Archdiocese of New York
Inner-City Scholarship Fund
Senior Manager, Donor Relations

Primary Responsibility:

The Senior Manager, Donor Relations is responsible for working with internal and external constituents to leverage key relationships and contacts within and outside the Archdiocese of New York and to achieve fundraising and program goals.

Direct Supervisor: Director of Development, Inner-City Scholarship Fund

Responsibilities:

- Oversee volunteer programs executed in supported schools.
- Manage assigned staff in connection with donor programs.
- Establish and meet short and long-term fundraising goals.
- Facilitate benefactor-inspired academic and enrichment programs within participating schools.
- Serve as liaison for special school initiatives and donations.
- Prepare meaningful and effective communications including appeals, proposals, reports and customized collateral for donors.
- Manage information relating to current donors and prospects in Raisers Edge in a timely manner.
- Manage junior staff.
- Perform additional duties as needed and assigned by the Director of Development.

Education, Experience, and Skills:

- Bachelor's degree
- Ability to work collaboratively across the organization.
- Proven track record in donor relationship management.
- Three to five years of increasingly responsible development (or related) experience.
- The ability to work autonomously while keeping direct supervisor apprised of issues, problems, opportunities, and progress.
- Ability to work collaboratively with development colleagues to create a results-driven, team-oriented environment.
- Excellent writing and communication skills.
- Project management skills.
- Computer literacy, including word-processing, database, and spreadsheet proficiency. Raisers Edge experience or related system a plus.
- Availability to work evenings and weekends when necessary.

Salary:

- \$80,000-\$90,000
- Benefits package offered.