



Donor Relations Manager

Safe Passage/Camino Seguro is an international non-profit based in Maine and Guatemala serves over 500 children and their families in the impoverished Guatemala City garbage dump community. Safe Passage aims to break the cycle of poverty through Expeditionary Learning, emphasizing life skills and encouraging perseverance so that our students may thrive and contribute to their community. Our programs provide a holistic education, daily meals, health care, social support services and adult education.

The Donor Relations Manager facilitates successful relationships with donors to make them feel valued and important, instilling confidence that the investments they make in Safe Passage are well spent. This full-time position includes a mix of administrative duties and direct donor stewardship. This role provides the critical link between the front-line fundraisers (Executive Director/Head of School, U.S. Director, and Associate Director of Development) and the thousands of generous donors who support our work. Administrative duties are varied and require a commitment to a donor-centric philosophy.

Primary duties and responsibilities

- Collaborate with team members to ensure appropriate stewardship of major donors
- Maintain records for all donor interaction and gift processing in Raiser's Edge
- Provide timely and appropriate gift acknowledgment
- Manage front office reception and general inquiries via phone and email
- Work in close collaboration with the Sponsorship office in Guatemala to provide positive and timely communication between sponsors and our program.
- Assist Support Team Coordinators in Guatemala with scheduling, finances and general inquiries to ensure timely and appropriate communication with Team leaders prior to and after their visit to Guatemala and proper payments are received
- Manage stewardship and reporting to Grant funders
- Execute personalized gift recognition/stewardship for select individuals & organizations
- Organize/manage Donor Stewardship events

Other responsibilities

- Monitor the info@safepassage.org email account, respond accordingly
- Office liaison & admin support for Safe Passage events and select 3rd party events
- Support Board of Directors Committees
- Coordinate travel/meeting itineraries
- Assist with production and distribution of annual appeals, letters, grant proposals and reports
- Serve as a point of contact for US office volunteers

Skills

Good communicator, who enjoys meeting new people and interacting with the public
Detail oriented and highly organized
Able to multitask in a busy environment
Excellent verbal and written communication skills
Sensitive to the donor experience (Donor centered)

Qualifications

2 or more years' experience in a non-profit
Bachelor's degree
Familiar with Raiser's Edge or comparable database
Spanish language proficiency a plus
Willingness to work evenings and weekends upon occasion

Additional Info:

How to apply: Please submit resume and cover letter by email to info@safepassage.org with "Donor Relations Manager" in the subject line.

Category: Non-profit; Admin; Social Services

Job Type: Full-Time, non-exempt, with benefits

Salary: Commensurate with experience, Free parking

Start date: Immediate; review 6 mos. after hire

Region: Portland area

Specific Location: Pineland Farms Campus (New Gloucester)