



Donor Relations Specialist

Location:

Lawrenceville, NJ

Position Type/Classification:

Full-Time/Exempt

Reporting to:

Director of Development

Compensation:

\$55,000-\$58,000/annually

Organization Overview

Since its inception over 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, 16,805 unique individuals came to for shelter, food, and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources, and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective:

HomeFront is seeking a dynamic, creative, and organized individual who is interested in helping our mission-driven organization thrive and grow. The **Donor Relations Specialist** will play a critical role in fundraising through donor relations, cultivation, and stewardship with a focus on HomeFront's mid-level loyal donors. He/she/they will help develop fundraising and friend-raising strategies to enhance and grow our revenue, donor base, and community awareness.

The Donor Relations Specialist will work closely with the Director of Development to implement strategies and initiatives that enhance donor satisfaction, increase contributions, and foster a strong sense of philanthropy. The ideal candidate is passionate about serving families impacted by poverty and homelessness, energetic, comfortable communicating professionally, and has experience building relationships with individuals.

Essential Job Functions/Responsibilities:

- Develop and execute a comprehensive donor relations strategy, including stewardship plans, to cultivate and retain current and prospective mid-level donors.
- Lead the development and execution of an annual/ongoing plan to qualify, cultivate, solicit, and thank donors with a history or capability of significant annual contributions.
- Maintain a portfolio of several hundred donors with goals to increase average donations and identify major donor prospects.
- Solicit donations and secure financial support by presenting compelling cases for giving, tailoring appeals to individual donor interests, and confidently asking for financial contributions.
- Contact individuals via email, phone, and in-person conversations to build and strengthen engagement with, and affinity for, the organization.
- Establish and maintain strong relationships with donors through regular communication, meetings, and events to foster loyalty and ongoing support.
- Assist in the planning and execution of fundraising campaigns, events, and initiatives to engage and acquire new donors.
- Develop and implement strategies to enhance donor recognition and appreciation, including personalized acknowledgments, donor recognition events, and stewardship activities.
- Conduct regular analysis and reporting on donor giving patterns, retention rates, and engagement levels to inform fundraising strategies and improve donor relations efforts.
- Utilize donor management software to track and maintain accurate donor records, gift processing, and acknowledgments.
- Stay up to date on industry trends, best practices, and regulations related to donor relations, fundraising, and philanthropy.
- Encourage donors to participate in HomeFront's planned giving program and join their legacy society.
- Meet reasonable quarterly targets for fundraising.
- Other duties as assigned.

Required Competencies:

- Ability to build enduring relationships between donors, community supporters and HomeFront
- Excellent organizational and project management abilities, with the capacity to prioritize multiple tasks and meet deadlines
- Proficiency in Blackbaud NXT
- Knowledge of fundraising techniques, strategies, and best practices
- Ability to work collaboratively with a diverse team and interact effectively with donors, board members, and volunteers
- Excellent communication skills demonstrating professionalism and respectfulness both orally and in writing under all circumstances
- Knowledge in various giving vehicles, including planned and legacy giving
- Commitment to team success
- Basic database management and proficiency in Microsoft Word, Excel, PowerPoint, Outlook

Minimum Requirements:

- Bachelor's degree or comparable work experience
- 3+ years of experience in non-profit development or community engagement, preferably related to donor relations

- Confident and comfortable meeting new people, building relationships, and making funding requests, with a professional and polished approach

Minimal travel to meetings may be required

Physical Demands:

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend, and lift files

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.