



Donor Relations Manager
Global Village Project, Inc.

The Global Village Project (GVP) is an innovative high school preparatory program for refugee girls and young women with interrupted schooling. As a 501(c)(3) organization, our mission is to develop a strong educational foundation for each student within a caring community, using a strengths-based approach and intensive instruction in English language and literacy, academic subjects, and the arts. Located in Decatur, Georgia inside the Decatur Presbyterian Church, the school's full day academic program serves approximately 40 students ages 11-18. Students pay no tuition, and transportation and lunch are also provided free of charge. GVP serves an additional 75 or more students in its mentor program, designed to help alumnae navigate complex educational pathways when they complete our program and continue through high school and college. At GVP we dream a better world, one girl at a time.

GVP seeks a Donor Relations Manager to be responsible for raising funds for the organization by securing, cultivating, and managing donor relationships. The Donor Relations Manager will help donors fulfill their passions through their giving to Global Village Project and secure funding to support and sustain this worthy Project. Reporting to the Head of School, the Donor Relations Manager will serve as a key leadership team member and an active participant in strategic decision-making. The successful candidate will help forge new relationships to build GVP's visibility, impact, financial resources, and long-term sustainability.

The Donor Relations Manager will have primary responsibility for creating and implementing fundraising initiatives to sustain and grow a \$1 million budget through the solicitation of individual, corporate and foundation gifts, special events, major gift initiatives, and campaigns. The Donor Relations Manager will work closely with the Development Manager to support board members in their fundraising activities.

Responsibilities:

- Work closely with the Head of School, Development Manager, and Development Committee of the Board to create and execute a comprehensive development plan, including annual fundraising, major gifts, corporate sponsorships, and foundation and government grants.

- Qualify a group of major donors and create individual goals for each based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Create a plan for each major donor that will serve as a foundational communication and marketing plan for each person. Faithfully and on a timely basis execute that plan so that individuals are retained and upgraded.
- Develop robust systems for tracking relationships and documenting plans so that they can be communicated to lead solicitors, such as Head of School and board members.
- Work with program staff and leadership to secure appropriate project information, including budgets, and create offers, proposals, and asks that will be used to secure gifts.
- Create reports that accurately reflect activity, outcomes, and performance.
- Work closely with the Board of Directors to support strategic planning and with the Development Committee to most effectively engage volunteer leadership in fundraising.
- Manage fundraising and outreach events, including the Spring Tribute to Education fundraiser.
- Develop and grow the Cornerstone Society, a multi-year giving society program for major donors.
- Share work with the Development Manager to draft communications, represent GVP at major events, attend GVP board meetings and report on development activities, manage board participation and Speakers' Bureau, manage special events and campaign appeals, and manage development interns.
- Perform other donor activities as may be required.

Qualifications:

- Passion for and commitment to GVP's mission, vision and values.
- Three to five years successful experience in major or planned gift fundraising and proven achievement of fundraising goals.
- Experience with developing and implementing major gift programs.
- Demonstrated ability to create robust systems for tracking moves management plans for donors
- Advanced written, oral and interpersonal communication skills, including the ability to establish and maintain good working relationships within the organization and with outside constituencies.
- Desire to work collaboratively and flexibly in a small team environment.
- Knowledge of Salesforce NPSP, highly desirable.
- Must be willing to travel outside of the office to meet with major donors, foundation representatives, and potential partners.
- Bachelor's Degree required and Master's Degree preferred

Accountability/Performance Assessment:

1. Ability to qualify donors that represent the highest giving potential for the organization.
2. Ability to create reasonable financial goals for each donor based on the donor's giving and the potential.
3. Ability to create a plan for cultivating and soliciting a donor that takes into account the individual's interests, motivations, giving patterns and ask preferences in a timely and cost-effective manner.
4. Ability to attract, retain, and upgrade donors.
5. Ability to secure project and organization information and create and write effective offers, proposals and asks. Ability to secure information that can be sent back to donors to report on how their money was used.
6. Ability to create timely and clear reports that reflect outcomes and performance.
7. Ability to manage people, process, deadlines and budget while adhering to the policies and procedures of the organization.
8. Ability to get along with peers and management and maintain a positive and constructive attitude while solving problems.
9. Ability to protect the mission, goals and values of the organization and ability to serve as an ambassador, expanding the reach and impact of the organization.

Salary range is \$45,000 to \$55,000 and is commensurate with experience. Health care benefits are offered to employees. GVP offers the chance to work within a vibrant community dedicated to teaching and learning, research, and social service. The position requires a criminal background check. GVP is an equal opportunity employer.

To learn more about our organization, please visit www.globalvillageproject.org. Candidates should send a resume **and** cover letter to Donor Relations Manager Search c/o Denise Reidy-Puckett, P.O. Box 1548, Decatur, GA 30031, by fax to 404-341-9049 or by email to jobs@globalvillageproject.org with "Donor Relations Manager Search" in the subject line. Applications will be reviewed as they are received and the search will continue until the position is filled.