



Job Title:	Donor Relations Specialist
Department:	Philanthropy
Reports To:	Senior Manager of Philanthropy
Classification:	Full-time/Annual, Hourly/Non-exempt
Work Schedule:	Monday – Friday with some nights and weekends
Job Location:	Bainbridge Island Campus
Pay Range:	\$17.00 - \$18.00 per hour
Benefit Package:	Health benefits 100% premium paid by IslandWood, 401k, 3 weeks paid vacation, flexible schedule

Overview:

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship. The Donor Relations Specialist is responsible for project coordination and support of IslandWood’s philanthropic efforts, including annual fund and major gift activities, and for overseeing donor stewardship experiences throughout the year. The position works closely with the Sr. Manager of Philanthropy on executing and implementing policies and processes of cultivation and solicitations of current and potential donors.

Job Responsibilities:

Annual and Major Giving:

- Support donor cultivation and stewardship for mid-tier donors including managing the gratitude process for gifts to the Major Gifts, Annual Fund and Special Events program.
- Support Sr. Manager – Philanthropy with partner programs, including but not limited to One Call for All, GiveBig, Kitsap Community Foundation.
- Executes benefit fulfillment for membership programs.
- Performs other duties relevant to the philanthropy team and donor relations, such as initiating prospect research, database support, tracking donor cultivation activities and events, and identifying new, innovative fundraising opportunities for IslandWood.

Event Management:

- Support the Annual Fund and Major Gifts Team in the planning and implementation of IslandWood’s stewardship events and supporting fundraising events. Work with the established procedures and tools including, but not limited to, IslandWood’s Event Management System (EventPro) and customer relationship management platform (Salesforce), to ensure event delivery is communicated clearly and tracked effectively.
 - Occasionally partner with the Event Sales/Planning team
 - Execute annual fund donor appreciation and acquisition events
 - Internally project manage the Patsy Collins award process in coordination with the Marketing team
 - Ad-hoc Major Gifts event execution (donor stewardship/cultivation events, events attached to membership level benefits, house parties, etc.)

Donor Relations Specialist

Page 2 of 2

Philanthropy Administration Support:

- Support Philanthropy Team with scheduling of team gatherings.
- Serve as the internal main point of contact for the Philanthropy Team.
 - Maintain IslandWood's online presence on external Philanthropy/Fundraising Resources
- Provide other administrative, logistical, and development functions as needed.

Required Qualifications:

- BS/BA Degree or equivalent combination of education and related work experience
- Two years of experience in Philanthropy/Development or genuine interest in Philanthropy and two years administrative support experience
- Strong computer skills; accurate, and willingness to be trained and learn Salesforce and EventPro.
- Self-motivated; strong sense of accountability.
- Proven ability to lead meetings and support committee chairs and board members.
- Excellent interpersonal, verbal and written communication skills.
- Ability to handle sensitive and confidential material in responsible manner.
- Ability to work under pressure, juggling many tasks simultaneously.
- Excellent time management, organization, and independent judgment skills.
- Ability to work some nights and weekends, as needed.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Must be able to comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post-offer.

Application Requirements:

Please submit a cover letter, resume and 3 current references to: employment@islandwood.org and please note "Donor Relations Specialist" in the email subject line.

Or, complete and submit an [Application for Employment](#) to: IslandWood
Search for Donor Relations Specialist
4450 Blakely Avenue NE
Bainbridge Island, WA 98110.

Position Posted: 01 February 2019

Application Deadline: Open until filled

Start Date: As soon as practical; February 2019

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.