



Donor Stewardship Manager

Arts United of Greater Fort Wayne, Inc.
300 E Main Street, Fort Wayne, IN 46802
www.artsunited.org (260) 424-0646

Classification: 40-hour work week, non-exempt employee, reports to the VP of Community Development

Job Summary: The Donor Stewardship Manager oversees the donor database and provides essential leadership and support for donor stewardship, gift acknowledgement, tracking, reporting and fundraising activities. This position requires a celebratory and positive attitude, excellent customer service, independent initiative and judgment, supreme attention to detail, a high degree of professionalism, and the ability to contribute to a dynamic team.

Primary Job Duties and Responsibilities:

- Donor Information Management
 - Optimizes fundraising efforts through accurate, effective and efficient data management activities using Raiser's Edge
 - Coordinates weekly gift acknowledgement letters and donor correspondence
 - Coordinates monthly pledge reminders and credit card payments
 - Supports fundraising campaigns conducted through workplace giving, direct mail, online giving, and crowdfunding by generating contact lists and gift reports
 - Provides proper disclosure of donor benefits within IRS guidelines for tax purposes
 - Ensures appropriate donor recognition and stewardship in event invitations, published donor recognition lists, and special acknowledgements
 - Assists and supports the recognition, acknowledgement and celebration of major contributions, workplace campaigns, key volunteers and board members, staff member accomplishments, and other key community leaders
- Gift Reporting and Processing
 - Serves as the primary liaison between the development department and the finance department
 - Supports the monthly financial reconciliation of pledges and gifts
 - Generates accurate campaign reports, payment processing reports, and billing reports
- Donor Stewardship, Cultivation, Research and Engagement
 - Engages in prospect research
 - Develops accurate and effective prospect lists and reports
 - Creates and distributes lead sheets for major gifts to volunteers, staff, and consultants as requested
 - Ensures that cultivation meetings and activities are accurately recorded and documented
 - Provides essential staff support for major gift cultivation and stewardship including the coordination of "thank you" letters after meetings



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- Event Coordination
 - Assists in development and managing donor stewardship events throughout the year, including, but not limited to: building tours, informational meetings, gift cultivation events, and campaign celebration events.
 - Provides coordination and staff support for the annual Arts United Awards event, including (but not limited to) administration of Awards committee meetings, coordination of the nominating process, assisting the Communications Manager to promote the awards, oversight of the event invitation, and coordination of event details
 - Provides coordination and staff support for the annual Taste of the Arts festival with special attention given to (but not limited to) volunteer recruitment, training and coordination
 - Provides coordination and staff support for a forthcoming signature fundraising event

- Other
 - Performs other duties as assigned by the Vice President of Community Development and the President

Hours: Typical hours are Monday – Friday, 8:30am to 5:30pm, with an hour break for lunch. Some flexibility to accommodate weekend and after-hour events may be required.

Requirements:

- The successful candidate will demonstrate excellent interpersonal skills, verbal and written communications skills, adeptness with technology and computers, and superior attention to detail.
- Experience in managing donor management software and/or database management is strongly preferred.

Compensation: Wages are commensurate with experience. A generous benefits package includes a fun and flexible work environment, health, dental and life insurance, 403(b) retirement account, and paid vacation, holiday and sick leave.

Application: Send a resume and cover letter to Dan Ross, Vice President of Community Development, at dross@artsunited.org.