

SUMMIT ASSISTANCE DOGS

Donor Relations Associate

posted April 29, 2019

Summit Assistance Dogs is a nonprofit organization that creates life-changing partnerships by providing highly-skilled mobility service dogs for people living with disabilities. Our work is funded entirely by generous donors, community organizations, businesses, and foundations. Thanks to our supporters, we are able to provide highly-skilled assistance dogs free of charge to qualified applicants. Learn more about Summit Assistance Dogs at www.summitdogs.org.

The Donor Relations Associate will report to the Director of Philanthropy and will work with the Executive Director, Board of Directors, and the entire staff to cultivate a strong donor base and reach new audiences by coordinating workplace and community outreach events.

Key Areas of Responsibility:

Donor Relations

- Set up meetings with donors as requested by the Director of Philanthropy for the purpose of cultivating relationships and increasing Summit's revenue from individual donors.
- Maintain regular communications with group of selected donors on a schedule agreed upon with the Director of Philanthropy.
- Identify potential puppy name sponsors, communicate with them regarding naming opportunities, maintain a spreadsheet with donors and chosen names, notify sponsors when puppy is released or graduates. Provide quarterly updates to puppy naming donors.
- Invite donors to prison program graduations and create guest list with required information for clearance of guests.
- Assist with the planning and implementation of major donor appreciation events.
- Make weekly thank you calls to donors as needed.

Microsoft Giving Campaign

- Recruit, coordinate and communicate with Microsoft Give volunteers.
- Recruit, coordinate and communicate with Summit staff and volunteers as needed to assist with the campaign.
- Conduct year-round donor visits for the purpose of increasing Summit's revenue from Microsoft employees.
- Solicit people who have been identified as ready to make or increase a gift.
- Provide presentations, coordinate morale and volunteer events, and attend speaking engagements as required throughout the year.

Event Planning

- Take a key role in the planning and implementation of the organization's annual fundraising luncheon held each spring. Responsibilities include recruiting and communicating with table captains, soliciting sponsorships, assisting with the development of the program, coordinating with venue staff, and conducting follow-up with attendees.

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Other

- Coordinate additional workplace giving campaigns, outreach events, and volunteer events.
- Log all donor visits and detailed communication records in a timely manner.
- Create and edit constituent records in database as needed.
- Conduct database operations such as queries, reports, etc.
- Provide weekly detailed status updates to Director of Philanthropy.
- Other duties as assigned.

Desired Skills/Attributes:

- Professional or volunteer experience in fundraising and donor relations coordination.
- Friendly, outgoing, professional, and able to build and maintain long-term relationships.
- Energetic, self-motivated and able to work with minimal supervision.
- Team player with the ability to communicate diplomatically and effectively, both verbally and in writing, with other staff, volunteers, clients, donors and the public.
- Ability to maintain donor and client confidentiality.
- Ability to work well with clients who speak or demonstrate with their service dog at events.
- Excellent public speaking skills.
- Strong organizational and record keeping skills.
- Good computer skills, including experience with Microsoft Excel, Word, Power Point.
- Proficiency in utilization of donor database (Little Green Light).
- Availability to work a varied schedule, including early mornings, evenings and weekends.
- Ability to travel regularly to donor visits in the Seattle/Bellevue vicinity and to the Summit base on Whidbey Island

Reports To: Director of Philanthropy

Base Pay: \$42,000 - \$45,000 annual salary DOE

Hours: Full-time, 40 hrs. per week

Benefits: Vacation, holiday and sick pay, medical insurance

How to apply: Email cover letter and resume to info@summitdogs.org. Applications submitted by May 24, 2019 will receive priority consideration.