

MY ABUNDANT HOPES, INC.

VOLUNTEER/JOB TITLE: DONORS PROGRAM COORDINATOR
COMMITMENT TIME: Long term/Flexible w/ possibility of f/t employment if desired.
AREAS OF INVOLVEMENT: Managing Donors Program

RESPONSIBILITIES:

- Responsible for identifying, soliciting, cultivating and renewing relationships with existing, new and perspective donors, partners and supporters.
- Assists in the management of the AHI Opportunity Makers and Partner Programs.
- Coordinates donor recognition and education.
- Provides detailed donor giving information and trends to Executive Director and Board as needed to carry out major donor solicitations.
- Assists in regular donor communications, the coordination of annual direct mail programs, and year-end acknowledgements.
- Maintains donor management database.

QUALIFICATIONS:

- Must have excellent written, oral and interpersonal communication skills
- Knowledge of Microsoft Office with strong word processing, database, spreadsheet and typing skills.
- Ability to exhibit professional and personal integrity, sensitivity and discretion in all matters and agrees to protect confidential donor/partner information.
- Must assist in the monitoring of donor/partner communications to ensure donor/partner satisfaction.