



## Donor Engagement Manager Job Profile

### About BGCSM

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The out-of-school hours have become critical for youth – a time when many children in our communities need meaningful social recreation and new experiences. We provide a safe place filled with hope and imagination, ongoing relationships with caring adult mentors, and enriching programs. BGCSM is growing, innovating, expanding, and exploring new opportunities to maximize and amplify impact.

### Overview of the role

High-energy, passionate, team player working on the Advancement Team to manage a select portfolio of individual, corporate, and foundation donor relationships. Donor Engagement Manager is responsible for qualifying, engaging, soliciting, and stewarding donors with the capacity to give gifts of \$5,000+. This position works closely with the Chief Executive Officer and board and committee leadership to engage and solicit both high level annual and major gift donors. Additionally, this position is responsible for managing, in coordination with the CEO, a portfolio of high-level corporate sponsors/donors and foundation relationships. The Donor Engagement Manager also has oversight of BGCSM's planned giving program and will coordinate closely with the Advancement Team during the imminent public phase of a capital campaign.

### Who you are:

- **On your resume.** You have a degree and/or 3-5 years' donor engagement, relationship management, or fundraising and/or ideally working with individual donors or managing a portfolio.
- **Patient and kind.** You really enjoy working with everyone. You have great people skills.
- **Self-Directed.** You are well-organized, can multi-task and you work well with limited supervision, bringing focus, follow-through, and attention to detail to everything you do.
- **A team member and collaborator.** You believe in thoughtful collaboration and partnerships and thrive on building strong relationships with your team, community, and people around you.
- You **communicate and work effectively**, both in writing and conversation.
- **You want to make a difference in the lives of our amazing youth.** You come to the Club with a purpose and drive that you share with those around you. You become energized being around kids and like-minded people. You set a **positive example** that our youth and team can look up to.
- **Teachable/Curious.** You are devoted to ongoing professional development and learning through constructive conversation and meeting of the minds.
- You **bring positive energy** to the organization and understand that there is a balance between work tasks and having a good time.
- You are able to **work M-F, some nights, and some weekends.**

### What You'll Do (Core Responsibilities):

**Individual Giving/Major Gifts – 65%**



- Maintain an active portfolio of individual donors, giving annual gifts of \$5,000 and above.
- Utilize BGCSM's CRM to document moves management plan for each assigned donor/funder, documenting strategic approach to engaging and soliciting each donor/funder
- Develop funding proposals, as needed, in preparation for and follow up to solicitations
- Develop a stewardship plan for portfolio of individual donors, including but not limited to: regular donor communications/outreach, development and delivery of donor impact reports, stewardship/cultivation events, etc.

#### **Corporate & Foundation Relations – 20%**

- With the CEO, maintain a portfolio of corporate and foundation contacts, ensuring that funders are properly stewarded throughout the year
- Engage corporate and foundation funders through building tours, progress reports/stewardship updates, invitations to special events, etc.
- Coordinate grant and proposal opportunities with BGCSM's grant writer

#### **Planned Giving & Special Fundraising Initiatives – 10%**

- Develop a planned giving program and strategy to engage long-time loyal donors, major donors, and others in designated a planned gift to BGCSM
- Maintain a regular cycle of annual communications about planned giving, ensuring that planned giving opportunities are appropriately and adequately presented through BGCSM's digital and print communications channels
- Ensure stewardship of known and documented planned giving donors to keep them engaged during their lifetime
- Ensure proper documentation of all planned giving conversations and commitments, ensuring coordination and compliance with Finance & Accounting standards
- Take lead on other special fundraising initiatives and opportunities, as opportunities arise

#### **Administration – 5%**

- Record all fundraising activity in Advancement's CRM (currently The Raiser's Edge NXT) ensuring timely and accurate donor contact reports, donor and sponsorship commitments, and relevant events information is input into appropriate constituent records, in line with Advancement's policies and procedures.
- Support Annual Giving Manager and overall team in the planning and execution of fundraising events, including but not limited to: event attendance and execution support, attending planning meetings to determine event strategy and direction, and ensuring portfolio of donors and funders are engaged through special events (as attendees and supporters).

#### **Additional Qualifications**

- You are comfortable working with data and systems, and you use information to strengthen relationships and inform your approach. Experience with a CRM like Raiser's Edge NXT or Salesforce-based platforms is a plus.



- You have a curiosity about and appreciation for the local community, with knowledge of Maine's philanthropic landscape considered a bonus.
- You are comfortable using everyday tools like Microsoft Office and communication platforms, and you may have experience with tools like Constant Contact or social media to support outreach and engagement.

**BGCM Values:**

1. **Kindness:** You approach obstacles and challenges with Kindness; this includes being patient and positive when working with others.
2. **Integrity & Trust:** You make decisions and choices with Integrity (especially when no one is looking).
3. **Future Ready:** You work towards your own and your members' Future Ready commitments. This includes working with your supervisor and coworkers in a collaborative and constructive way while prioritizing the organization's mission in all decision-making processes.
4. **Diversity, Equity & Inclusion:** A culture of Diversity, Equity, and Inclusion, is everyone's responsibility. In a diverse, equitable, and inclusive culture, everyone in the room can feel seen, heard, and valued.
5. **Growth Mindset:** A Growth Mindset means embracing a mindset that encompasses innovation, creativity, learning, communication, collaboration, and being open to new ideas and opinions.

**Physical Requirements/Work Environment:**

The physical demands of this position are limited as, as such, reasonable accommodation may be made to enable individuals with physical disabilities to perform essential functions of this position.

**Role:** Donor Engagement Manger

**Reports to:** CEO

**Location:** Boys & Girls Clubs of Southern Maine

**Hours:** Salary

**Equal Employment Opportunity:** The Company is an equal opportunity employer. Applicants are considered for positions without discriminating on the basis of race, color, religion, national origin, ancestry, sex (including pregnancy, childbirth, and related medical conditions), gender identity or expression, sexual orientation, age, disability, genetic information, marital status, certain arrest and court records, certain credit history, child support orders, garnishments, reproductive health decision, domestic or sexual violence victim status, veteran/military status, certain citizenship status, breastfeeding, or any other characteristic protected by federal, state, or local law.

This policy applies to all aspects of employment including but not limited to, recruitment, hiring, placement, training, promotion, compensation, benefits, transfers, layoffs, recalls, leaves of absence, discipline, and termination.