



JOB POSTING

Donor Database & Relations Manager

Full time** position responsible for assisting in the cultivation, stewardship, and retention of Regional Hospice donors, as well as the ongoing management of Regional Hospice's Network for Good (NFG) donor database and support of all fundraising events. The ideal candidate will have solid experience in both donor cultivation & stewardship **AND** donor database management & reporting.** Additionally, must possess outstanding interpersonal & multitasking skills and work independently & proactively.

*(**We will consider splitting this role into two part time positions and will need candidates who have solid experience in donor cultivation & stewardship **OR** donor database management & reporting.)*

Qualifications

- Bachelor's degree in nonprofit management, business administration, or related field; financial background preferred.
- 3+ years of experience in nonprofit fundraising/development with a focus on donor database management and reporting.
- Experience with NFG donor database preferred.
- Ability to prioritize and manage workload independently.
- Outstanding ability to multitask.
- Outstanding communication and interpersonal skills with the ability to work effectively with donors, volunteers, staff, and community partners.
- Knowledge of nonprofit fundraising best practices including donor retention, stewardship, and event management.
- Proficiency with MS Office Suite, Google Docs, and other productivity tools.

Salary Range: \$61,500 - \$70,000 per year

Benefits include generous PTO, group insurance plans with 86% of premium paid by RH, 401k plan with company match, length of service incentives, complementary therapies for staff including Massage, Reiki, and Sound Healing

Qualified applicants should email resume and cover letter of interest to:

Donna Shaw, HR Manager

donna.shaw@regionalhospicect.org

<https://regionalhospicect.org/career-opportunities/>