



JOB TITLE: Director of Donor Engagement
MARR Addiction Treatment Centers

LOCATION: Doraville, GA

POSITION: Full-time (with benefits)

IMMEDIATE SUPERVISOR: CEO

ANNUAL SALARY: \$50,000-\$60,000

For interested applicants: Please send your resume to jobsfunddev@marrinc.org.

POSITION SUMMARY

The Director of Donor Engagement helps to advance the mission, values, programs and services of MARR Addiction Treatment Centers through support and implementation of fundraising activities among individual donors, corporations and foundations. The Director shall assist the Director of Fund Development and work closely with members of the Management Team in various tasks, including administration, budgeting, monitoring and reporting. Additionally, the Director serves as the liaison to the Board of Directors to ensure effective communication and coordination of fundraising efforts, providing regular updates on progress and fostering a collaborative relationship between the organization and its governing body.

RESPONSIBILITIES

1. Donor Engagement and Fundraising

- Assist with implementation of fundraising strategies and tactics to be more proactive and deliberate, thus attracting new donors that will provide sustainable funding for the future growth of the organization
- Research and execute methods for cultivating and developing new donors
- Create a targeted donor engagement plan with dollar goals for approval by the CEO
- Engage MARR's Board of Directors to cultivate new donor networks and meet current and future fundraising goals
- Provide and set the example of world-class customer service for donor cultivation, stewardship and recognition
- Contribute to formulation of policy and strategy as a member of the Management Team





2. Record Management and Donor Records

- Accurately record all donations in e-Tapestry database, including donations received online (Classy.org) and mailed checks
- Maintain donor database for accuracy, ensuring up-to-date contact information
- Work collaboratively with the Accounting Department to ensure up-to-date donation records
- Manage the preparation and distribution of acknowledgement letters to donors, including one-time donations, recurring contributions, and donations for targeted fundraising campaigns
- Create and maintain information on foundations and corporations in Salesforce
- Send mailings to foundations and corporations for updated annual reports and applications
- File and maintain all gift records electronically using cloud-based fundraising software
- Prepare all gift status reports to foundations, corporations and individuals
- Periodically call and write donors to inform them of key uses/results of their giving
- Plan and schedule any/all donor recognition events

3. Donor Communications and Stewardship

- Cultivate and maintain ongoing relationships with donors through regular communication and updates
- Prepare donor communication mailings/emails, employing “donor-centric” language to enhance donor cultivation and stewardship
- Assist with preparation of Annual Campaign, annual reports, and other communication materials for use in donor engagement and other fund development initiatives
- Develop donor messaging related to outcomes, recognition, advancement and success of MARR’s programs/services
- Seek avenues to continually “monetize our mission” and educate donors on the impact of gifts at various levels





- Provide input and calendar of events to MARR's Director of Communications to further engage donors and leverage giving

4. General Support

- **Grants** – Provide support as needed in tracking grant opportunities, preparing and submitting grant applications, and reporting deadlines to grant writer(s)
- **Board of Directors** – Create reports; plan meeting agenda with Director of Fund Development, Board Chair and CEO; manage email invitations and prepare materials for Board meetings as needed
- Other duties as assigned by CEO

QUALIFICATIONS

- Bachelor's degree in a related field or equivalent work experience
- Strong organizational skills with attention to detail
- Excellent written and verbal communication skills
- Proficiency in database management
- Ability to work collaboratively in a team environment
- Knowledge of fundraising principles and best practices is preferred

