

**TITLE: Donor Acquisition and Management Officer**

**General Summary:** The Donor Acquisition and Management Officer will work in partnership with Day One leadership (staff and board) to identify potential financial champions and ambassadors for the organization and coordinate/lead cultivation and solicitation efforts.

**Principal Duties and Responsibilities:**

* Identifies, qualifies, cultivates, solicits and stewards annual fund major gift prospects. Donors include individuals, foundations and corporations.
* Build major gift, endowment, and planned giving efforts by identifying prospective donors through effective documentation, data management, reporting and moves management analysis.
* Provides managerial oversight of donor database including tracking and reporting within Blackbaud Raiser’s Edge software.
* Through research, identify and develop a pipeline of prospects who have the capacity and the inclination to increase giving. Develop and implement individual strategies for each prospect within qualification, cultivation, solicitation, recognition, and stewardship of Day One donors and prospects.
* Participate in all aspects of the gift cycle including initiating contact with potential donors; developing appropriate cultivation strategies, including working with volunteers; moving prospects in an appropriate and timely fashion to solicitation and closure; participating in and making solicitations; and overseeing stewardship activities.
* Manage ongoing communication and stewardship efforts with individual donors and other stakeholders.
* Develops and implements annual fundraising plan, including strategies, resources, and timetables.
* Lead efforts to plan and execute annual appeals, using direct mail, online giving and social media.
* Plan and implement all special events
* Secure Corporate giving and event sponsorship opportunities.
* Plan and execute cultivation and recognition events.
* Blackbaud Raiser’s Edge experience necessary.
* Performs other duties as assigned.

**Qualifications:**

* Demonstrated success in developing and managing special events.
* Ability to work as a team member, to delegate responsibility and authority when appropriate, and to monitor others.
* Experience working with volunteers from public, private, and corporate sector
* Ability to function independently with minimum supervision.
* 2-4 years experience in development and fundraising.
* Blackbaud Raiser’s Edge experience necessary.
* Strong written and verbal communication skills.
* Excellent keyboard and computer skills required

**TO APPLY**: Send cover letter, resume and salary requirements to:

John Canole

Chief Strategy Officer

Day One

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Providence, RI 02906

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