



MADISON
PUBLIC
LIBRARY

Foundation

201 W. Mifflin Street
Madison, WI 53703

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Jennifer Jeffress
Executive Director

Donor Relations Manager

JOB DESCRIPTION

Donor Relations Manager is a 40-hour, benefits-eligible position reporting to the Executive Director, and responsible for providing data and information to the foundation staff and board. This dynamic position manages all aspects of donor and prospective donor information to communicate effectively and assist with all levels of philanthropy at the foundation. The position creates models for measuring successful donor relationships, and works closely with communications and accounting consultants, executive and event staff, and the board of directors.

DUTIES AND RESPONSIBILITIES

Database management:

- Implement database protocol and procedures
- Prepare queries and provide appropriate analytical reports
- Produce mailing lists and labels; coordinate mailings with vendors
- Enter data into Raiser's Edge and other data management systems as needed
- Issue receipts for all gifts and pledges, maintain gift documentation, and track donor recognition
- Research and implement other information systems to strategically improve capital and event campaigns

Development:

- Implement policy that thanks donors within 48 hours of gift receipt
- Write and prepare personal thank-you letters for unrestricted and restricted gifts
- Prepare board volunteers for thank-you notes and calls
- Provide prospect research and gift histories on donors and prospective donors
- Oversee moves management reports for staff and volunteer solicitors
- Deliver benefits to sponsors and donors
- Participate in fundraising, recognition and cultivation events
- Provide donor lists and recognition for all campaigns, and digital and print materials
- Train other staff in use of Raiser's Edge to manage grant deadlines, sponsor lists and event guest information
- Organize and implement the Wisconsin Book Festival membership program

Administration

- Coordinate mailings with volunteers, library staff, print shop, and postal service
- Provide office reception service
- Manage filing systems and other recordkeeping

- Provide other administrative support as needed, including ordering supplies
- Maintain relationships with Friends groups and provide them with technical support
- Assist with IT support, including setup of email accounts and working with vendor on office IT issues
- Supervise and assist interns in their required assignments
- Other duties as assigned

Desired candidate will have strong technology skills and experience with Customer Relations Management (CRM) software or other database management software. The foundation will pay for training for hired candidate on CRM software. The foundation desires a candidate who plans to be part of a high-functioning nonprofit team and will work with experienced staff, volunteers and interns.

Salary range is \$21-\$25 per hour. Benefits package is competitive and includes health, dental and 401K with match, as well as paid vacation and sick time. The foundation supports professional development and training with expenses-paid participation in virtual and in-person conferences. The foundation is an Equal Opportunity Employer that encourages candidates interested in literacy, education and community engagement to apply.

Submit resume and cover letter to Jenni Jeffress, Executive Director, at jjeffress@mplfoundation.org with subject line "Donor Relations Manager Application."