Position:       Donor Relations Coordinator  
                Full Time, 12 Months

Reports To:    Director of Development

Scope of Position:
The Donor Relations Coordinator (DRC) reports to the Director of Development and works collaboratively with staff within the Office of Institutional Advancement to build deeper and stronger relationships with donors to support institutional giving priorities. The DRC is responsible for managing between 200 and 250 current donors. The DRC will be expected to effectively communicate with individuals and organizations capable of aligning financial resources with the mission of Houghton College and identify, cultivate, solicit and steward them toward greater levels of giving before transitioning assignments to Major Gift Officers. This is a full-time, 12-month position.

Basic Responsibilities:
• Grow annual fund, scholarship funds, campaign, and planned giving through charitable donations
• Steward and engage a prospect list of donors who are typically giving between $1,000 and $5,000 annually in order to grow their level of financial support and prepare them for Major Gift Officer assignment
• Participate in all aspects of the gift cycle:  
  o Initiate contact and maintain communication with current and potential major gift donors, in particular those whom Major Gift Officers have been unsuccessful in scheduling face-to-face visits  
  o Develop appropriate cultivation strategies  
  o Move potential donors in an a timely manner toward solicitation  
  o Make solicitations when appropriate  
  o Thank donors repeatedly and appropriately
• Keep donors aware of the mission, accomplishments and needs of Houghton College
• Develop and execute planned and measurable actions, steps and contacts designed to acknowledge donor generosity
• Gather insight into donor motivation and resource capacity
• Deepen donor relationships through strategic communications (phone, e-mail, written and face-to-face) and event involvement
• Know and understand the needs and interests of the donors
• Know and endorse Houghton College’s mission and objectives
• Communicate effectively with all Advancement and External Relations team members to enable Houghton College to efficiently respond to donor priorities and concerns

Professional Development Requirements:
• Skills Required
  o Exceptional oral and written communication skills including professional writing and speaking experience
  o Proficiency in Microsoft Office suite and Raiser’s Edge database
  o Small to mid-level event management
  o Outstanding intrapersonal skills with both internal and external constituencies
  o Ability to articulate and define a case for support
  o Understanding of the fundraising cycle
  o Tracking and prospect management
Preferred Qualifications:

- Professional:
  - Minimum bachelor's degree
  - Three to five years' experience in direct fundraising or development work
  - Ability to effectively manage multiple priorities
  - Ability to travel and work evening and weekend hours when needed

- Personal:
  - Christian integrity and character
  - Disciplined, optimistic, positive, enthusiastic and high-energy self-starter
  - Organizational skills to balance multiple projects and tight deadlines
  - Ability to interact well with staff, faculty, administration, students, alumni, donors, and other external audiences
  - Exemplary communication and interpersonal skills
  - Strong work ethic and cooperative demeanor

To apply please submit a cover letter, resume, three references, and statement of Christian commitment to:
Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu

Application materials preferred via email