



## **Donor Relations Manager**

Full Time / Salary / Exempt

### **WORK SCHEDULE**

Monday through Friday 8:00 am to 5:00 pm, plus evenings and weekends as appropriate to accomplish the scope of the position

### **WORK SITE**

Onsite Bethany, and traveling up to 50% of the time

### **REPORTS TO**

Associate VP for Advancement

### **DEPARTMENT**

University Relations

### **EFFECTIVE DATE**

May 5, 2022

### **JOB SUMMARY**

The Donor Relations Manager (internal title: Major Gift Officer) will secure funds for SNU by connecting the interests and passions of donors with giving opportunities at SNU. This position will work closely with individual donors, providing them with giving opportunities, encouraging them to give, and assuring that as many as possible are retained as continuing donors and upgraded in their giving and involvement.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Qualify a caseload portfolio of up to 150 donors.
- Create and manage individual goals for each person on the caseload.
- Create a plan for each donor that is driven by that donor's passions and interests and communication preferences and execute that plan.
- Secure appropriate project information, including budgets, and create offers, proposals and asks.
- Effectively track work with donors using the donor database (Raiser's Edge) and spreadsheets.
- Create monthly reports on caseload progress.
- Perform other major donor activities as required by management

**Performance Measurements:**

- Qualifying and disqualifying donors, including appropriate documentation.
- Achieving overall agreed-upon revenue goal based on individual donor goals. Donor retention and upgrade rates, including cultivation of transformational gifts.
- Development of personal contact and ask plans for each qualified person in the caseload that consider the individual donor's interests, motivations, giving patterns, and ask and communication preferences.
- Securing project and program information, and creating effective offers, proposals and asks.
- Regular and timely reporting back to the donor on their impact.
- Creating timely reports for leadership that reflect caseload performance.
- Management of people, process, deadlines, and budget while adhering to the policies and procedures of the organization.

**Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance of diversity, inclusion, and equity.
- Bachelor's degree with strong verbal and written communication skills
- Proficiency with basic computer software applications, especially Microsoft Word and Microsoft Excel
- Ability to work under pressure and meet deadlines
- Ability to prioritize multiple demands in fast paced work environment
- Ability to maintain positive interpersonal relationships internally within the team and externally with donors
- Ability to maintain a positive and constructive attitude while solving problems
- Ability to work independently
- Ability to operate office equipment
- Minimum of two years of related work experience and/or relevant training
- Typing and spelling competency

**Preferred Qualifications:**

- Experience in higher education fundraising or marketing, or sales
- Experience in cultivating, soliciting, and stewarding individual donor/customer relationships
- Exposure to business administration (planning, forecasting, & analysis), quality assurance and performance metrics
- Experience with relational database software (i.e. Raiser's Edge, Salesforce)

**Supervision Received:**

Receives supervision and work assignments from a designated supervisor, although other staff members and leadership may provide work direction.

Apply Online for this position at <https://snu.edu/employment/>

**BENEFITS**

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

**Updated: August 17, 2020**

**SOUTHERN NAZARENE UNIVERSITY  
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY  
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

**Students contact:**

Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

**Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway  
Bresee Hall, Room 306



Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement  
Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Executive Vice President**

Southern Nazarene University  
6729 NW Expressway  
Bresee Suite 202  
Bethany, OK 73008  
[405-491-6306](tel:405-491-6306)/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

**TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university



examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).