



## POSITION DESCRIPTION

**TITLE:** Director of Donor Relations  
**REPORTS TO:** CEO  
**STATUS:** Exempt  
**DATE:** April 2022

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### POSITION SUMMARY

**Director of Donor Relations (40 hours):** The Director of Donor Relations (DDR) is charged with identifying, qualifying, cultivating, soliciting and stewarding individual and corporate prospects. This leadership role is key to the success of the RIFC's fund development efforts, specifically through ongoing and proactive relationship management, strategic communications plans, gifts cultivation and solicitation activity with an ever-expanding caseload of donors and major gift prospects.

### RESPONSIBILITIES

- The DDR establishes, manages and fulfills a caseload communications plan, including individual fund-raising goals and personalized strategies, to effectively steward and engage donors.
- Develops Board and donor leadership volunteers to secure visits with those in their peer networks.
- Executes monthly and annual activity and revenue production goals and is purposeful about every visit and communication and the desired outcome for each "touch."
- Leads in one-to-one solicitation, gift acknowledgement and stewardship communication, travels as necessary, establishes and maintains excellent donor relations, provides written proposals as needed, and includes RIFC teammates and/or volunteer leadership as appropriate.
- Collaborates regularly with the CEO, the Board of Directors and the Development Committee to discuss and refine fundraising plans, donor strategies, to track progress, to give and receive coaching, and to keep the lines of communication open.
- In conjunction with the CEO, Board of Directors, Senior Leadership Team, and fundraising volunteers, pursues and contributes to harmonious collaboration between direct marketing, social media, Founders' Society, sponsors, and staff for optimal integrated strategies in regard to donor communications as well as overall giving initiatives.
- Supports and contributes to fundraising best practices and policies, business practices and strategies to continually increase fundraising outcomes.

- Keeps management apprised of all significant interactions, inputs contact reports to the Donor Perfect database system as required, fulfills all monthly and other reporting requirements, and consults with leadership when needed to understand organizational priorities, develop strategies that benefit both donor and the RIFC, and troubleshoot challenging situations.
- Prioritizes effective use of volunteerism and networking opportunities to engage with donors, to bring them closer to the RIFC, and to deepen their awareness of the impact of our work, especially in areas of interest to them. Prioritizes face to face visits and conversations between donors and RIFC leaders and volunteers.
- Works with leadership (including CEO, Board, Development Committee, Executive Assistant and volunteers) to initiate and develop new major donor prospect cultivation events targeted toward those with high philanthropic capacity, such as private receptions, dinners in homes or seminars,.
- Supervises Executive Assistant to manage all donor tracking systems, including maintaining donor files, tracking spreadsheets, correspondence and gift acknowledgments in keeping with policies and procedures to document all donor interactions in Donor Perfect database system.
- Provides stewardship to all donors and funders and work with Director of Grants to include grant funders in stewardship activities as appropriate. Provide excellent customer service to donors through accessibility to staff and leadership as appropriate, timely responsiveness, and personalized communications.
- Supervises related work with Executive Assistant to increase impact of donor relations activities including marketing, website, and fundraising collateral.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university required.
- Demonstrated experience (7-10 years) in nonprofit fundraising, including evidence of solid experience and success with advanced cultivation, solicitation and stewardship of major donors.
- Robust and consistent experience raising philanthropic funds
- Experience working in a complex organization and/or nonprofit sector, developing positive relationships with volunteers, board and donors to overall raise funds.
- Advanced knowledge of fundraising practices. Understands, is familiar with, and can effectively work within a customer relationship management system e.g., Donor Perfect
- Strong interpersonal and communications skills; strong project management and supervisory skills.
- Must be a self-starter able to manage independent work schedule to achieve long-term activity and revenue goals.
- Demonstrated record of success securing major gifts.
- Must be highly motivated, collaborative and a team player.

## **BENEFITS**

- Salary \$75,000-\$85,000 depending on experience
- Working with an exceptional team of staff and volunteers
- Health & Dental insurance
- Generous paid time off including vacation, sick, personal, and 10 paid holidays
- 403 (b) retirement plan, and Board-approved % match
- Flexible Spending Account

## **ORGANIZATION DESCRIPTION**

Rhode Island Free Clinic ( [www.rifreeclinic.org](http://www.rifreeclinic.org) ) is a nationally recognized, award-winning free clinic in Providence that provides free comprehensive primary health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational site for trainees in health care fields.

Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2021, the Clinic mobilized over 500 volunteers and community partners to provide over 14,000 patient visits to vulnerable adults, and over 5,000 hours of training for students in health care fields.

## **TO APPLY:**

Please email RESUME and COVER LETTER to: [info@rifreeclinic.org](mailto:info@rifreeclinic.org)  
No calls please.