



POSITION ANNOUNCEMENT
DONOR ENGAGEMENT SPECIALIST

The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS's historic headquarters is located in stunning Savannah, Georgia and is comprised of a recently renovated and expanded Research Center and the Jepson House Education Center. To learn more, please visit www.georgiahistory.com.

Summary

The Donor Engagement Specialist is responsible for supporting development and implementation of annual and campaign-specific fundraising plans designed to obtain philanthropic gifts to advance GHS's research and educational mission. They will report directly to the Director of Development and Strategic Initiatives and will support the efforts of the CEO, the Board of Curators, key volunteers, and others to raise funds to meet specific measurable fundraising goals, and to monitor progress against those goals. The successful candidate will be energized by the opportunity to strengthen the existing development program and enhance the fundraising results of GHS. GHS boasts an influential, dynamic Board of Curators comprised of leaders from across the state of Georgia; the board is actively engaged in fundraising efforts. Excellent opportunity for mid-level career professional who is highly organized and detailed.

Job Duties and Responsibilities (incumbent may perform other duties as assigned)

Working with senior leadership, support implementation of a comprehensive annual fundraising plan inclusive of annual fund, board giving, corporate giving, foundation giving, individual donor giving, membership, and events.

Assist in coordinating and overseeing annual and ongoing fundraising campaigns, to include the Annual Appeal, *Georgia History Festival*, Endowment, and Planned Giving. This includes working with others to coordinate efforts of the CEO, board members, and volunteers to solicit donations by researching, analyzing, and identifying major corporate, foundation and individual donors, and assist with developing solicitation proposals and talking points for the CEO, board members, and other leadership volunteers as needed.

Assist in the development and implementation of stewardship strategies across campaigns, to include acknowledgements, annual endowment reports to fund donors, etc. Manage donor activities including oversight for the receipt and acknowledgement of donations and collection of pledges, ensuring that donor restrictions/intentions and specifications are honored.

Assist with the coordination of the organization's special events such as annual Trustees Gala, VIP donor receptions, and board receptions as well as other fundraising efforts outlined in the fundraising plan. This includes soliciting sponsorships and in-kind donations and interfacing with donors/guests to ensure exceptional experiences.

Oversee the Membership and Outreach Coordinator's efforts around the annual membership dues renewal process for 6,000+ members; ensure timely renewals and solicit lapsed members regularly.

Work with others to prepare proposals for grant making foundations and prepare follow-up reports for funders related to all grant awards received as directed.

Maintain accurate donor records by developing effective data management strategies and overseeing the effective use and maintenance of GHS's database (Salesforce), in cooperation with the Membership and Outreach Coordinator and Senior Administrative Assistant.

Work with Director of Finance to manage all monthly Salesforce to QuickBooks financial reconciliations, to include creation of invoice reports and open pledge reports.

Create and analyze fundraising reports, to include creation of reports for review by executive leadership, committees, and the board of curators.

Be available for occasional weekend and evening work to support fundraising, programming, and marketing activities.

Experience and Skills Required

Knowledge, skills, and abilities: Demonstrated organizational skills to prioritize and manage multiple projects and complete tasks with high degree of accuracy and timeliness. Strong interpersonal skills to establish and maintain cooperative working relationships and interact diplomatically and effectively with donors, volunteers, staff, and the executive team. Proven experience in development and communications. Ability to handle sensitive inquiries. Ability to maintain confidentiality of non-public or sensitive information. Strong database management experience. Microsoft Office proficiency. Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others. Demonstrated organizational skills and experience in managing events and other complex activities and projects in support of development objectives. Community relations skills and the ability to communicate and work effectively within a diverse community.

Education: Bachelor's degree from an accredited university.

Experience: Minimum of five years of professional experience in nonprofit fundraising with specific responsibility for direct assistance in successful fundraising campaigns. Experience working with Salesforce or other equivalent fundraising software is required, including generating and analyzing reports.

To Apply

Send cover letter and resume to:

Donor Engagement Specialist

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please