



Job Title: Donor Relations Associate

Reports to: Senior Director of Philanthropy & Stewardship

FLSA Status: Hourly, Non-Exempt

Employment Status: Part-time regular

Summary of Responsibilities

The Donor Relations Associate supports fundraising efforts by assisting with donor stewardship, gift processing, and donor communications. This part-time role is ideal for a highly organized, detail-oriented professional with a passion for animal welfare, nonprofit development, and donor engagement.

Essential Duties

Fundraising & Donor Relations

- Understands diversity is a strength, equity is non-negotiable, inclusion is our obligation, and embodies this understanding in all interactions with internal and external stakeholders
- Assists with donor stewardship, including drafting and sending acknowledgment, maintaining donor records, and coordinating recognition efforts
- Responds to routine donor inquiries regarding contributions, sponsorships, and giving opportunities via phone and/or email
- Processes and tracks donations in the donor database, ensuring accurate data entry and timely gift processing
- Processes and responds as needed to donor emails and physical mail
- Assists with office administration including letter printing and mailing
- Coordinates with the finance team to reconcile donations, issue receipts, and ensure compliance with nonprofit accounting best practices
- Supports fundraising campaigns, including direct mail, email appeals, and online giving initiatives
- Other duties as assigned

Event & Outreach Support

- Support attendee communications for special events
- Provide administrative support for donor cultivation events, including managing RSVP lists
- Assist in fundraising email and direct mail efforts
- Assist in processing basic website updates

Qualifications

- **Prior Experience:** One year or more of consistent work experience (one year of work experience may be substituted by an associate of bachelor's degree in a relevant field)
- **Education:** High school diploma or GED required; college degree preferred
- **Credentials:** No specific credentials required

- Values: Passion for the mission of MHHS, enthusiasm for fundraising and community engagement, and alignment with the organization’s core values (Compassion, Advocacy, Respect, Excellence, and Stewardship)
- Availability: Monday-Friday with regularly scheduled shifts up to a maximum of 20 hours per week; this is an in-person position with no expectation of remote work allowances

Skills

- Exceptional attention to detail and outstanding organizational skills
- Excellent written and verbal communication skills
- Ability to manage multiple projects and deadlines effectively in a fast-paced environment
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and experience with donor databases (e.g., Raiser’s Edge, or similar CRM systems) preferred
- Ability to work independently as well as collaboratively with a team
- Excellent emotional regulation
- Flexible and creative problem solving

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position is regularly required to:

- Use hands and fingers, talk and hear
- Stand, walk, sit, and reach with hands and arms
- See clearly, with or without corrective lenses, up close, at a distance, peripherally, and perceive depth and color

Working Conditions

- Working hours are subject to change based on the needs of the organization
- Alternate schedules, nights, and holidays may sometimes be required
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

Employee Print Name

Employee Signature

Date