



## Donor Relations Manager

Founded in 2006, Community Partnership School (CPS) is a Pre-Kindergarten through Fifth Grade independent elementary school located in North Central Philadelphia. CPS works diligently toward realizing its ambitious mission: to meet talent with opportunity by providing pre-kindergarten and elementary aged children - from low-wealth, low-income backgrounds - with a high-quality, affordable education that prepares them for lifelong well-being and strengthens the communities to which they belong. CPS receives approximately 80% of its annual revenue from philanthropic sources, including local foundations, corporations and individual donors.

Community Partnership School seeks a Donor Relations Manager to join the Advancement team, starting on or after July 1, 2021. Primary responsibilities include: donor engagement, database management, administrative support, and communications/ marketing.

Examples of related tasks and attributes:

- Execute all digital recording of gifts using CRM software including data entry, pledge installments, weekly income reporting and acknowledgments
- Customize acknowledgement letters, make thank you calls and use creativity in ensuring a top-notch, high-touch donor experience
- Plan, draft and revise written and digital communications, for review by leadership team
- Maintain social media channels for CPS, to inform and inspire prospective and current donors and families, under the direction of leadership team
- Demonstrate commitment to grow the Annual Fund, support overall organizational financial sustainability, and desire for professional growth

Qualifications:

- At least two (2) years experience in fundraising or a closely related field.
- Enthusiasm for working with donors, and appreciation for the power of philanthropy.
- Professional writing skills and experience using storytelling to capture and engage audiences.
- Detail-oriented with the ability to meet deadlines efficiently while managing, organizing and prioritizing multiple, competing tasks.
- Working knowledge of data management systems/CRM and commitment to accuracy.
- Strong computer and technological skills, including proficiency with various software and cloud-based systems such as Microsoft and Google. (Design software experience is a plus.)
- Digital fundraising experience such as online fundraising software management, social media giving campaigns, crowdfunding; experience creating e-blasts using a platform such as Mailchimp preferred.
- Availability and willingness to work some nights and weekends.
- Interest in CPS' mission and desire to work within a collaborative atmosphere.

CPS offers full benefits and strives to create a healthy work/life balance to employees, including a generous paid time off policy and relaxed summer schedule. The salary for this 12-month position is \$45,000 annually.

To apply, please send your resume and a cover letter detailing how your personal journey and past work experiences align with the role to Deana Frank, Director of Advancement, at [d.frank@cpsphilly.org](mailto:d.frank@cpsphilly.org)

*Community Partnership School provides equal employment opportunities without regard to social identifiers, including but not limited to race, gender, religion, national origin, age, sexual orientation, and learning/physical difference.*