



Position: Donor Relations Partner

Summary: The Donor Relations Partner plays a vital role in advancing the mission of Jobs Partnership by actively engaging in fundraising and relationship development to grow financial support for the organization. Reporting to the Senior Development Director, this position is responsible for identifying, cultivating, soliciting, and stewarding individual donors, churches, businesses, and community partners to meet annual fundraising goals.

As a key member of the Development Team, the Donor Relations Partner helps execute Jobs Partnership's comprehensive development strategy—connecting people to the mission, inspiring generosity, and expanding a community of faithful partners who invest financially, prayerfully, and relationally in the work of helping people discover God's purpose for work and life. This role reports to the Senior Development Director.

People Management: This position does not have any supervisory responsibilities.

Essential Job Functions:

- Support preparing people in under-resourced communities in life and work skills utilizing Biblical principles that help them with essential skills training, connections to resources and access to better job opportunities.
- Actively pursue fundraising opportunities by identifying, cultivating, and soliciting gifts from current and prospective donors.
- Support and help execute the organization's development strategy under the direction of the Senior Development Director to achieve annual fundraising targets.
- Develop and maintain meaningful relationships with donors through personalized outreach, meetings, events, and consistent follow-up.
- Steward donors with timely, mission-centered communication that expresses gratitude, demonstrates impact, and encourages continued investment.
- Assist in planning and executing donor cultivation and appreciation events, including tours, luncheons, and community gatherings.
- Collaborate with the Senior Development Director and Marketing team to develop materials, invitations, and follow-up communication for donor-related campaigns and events.
- Represent Jobs Partnership at community, church, and partner events to raise awareness and connect new supporters to the mission.
- Maintain accurate and timely donor records in the donor management system (CRM), including contact information, giving history, and relationship notes.
- Assist with generating donor activity reports and tracking engagement metrics for review by the Senior Development Director.
- Partner with the Operations team to ensure donations and pledges are properly documented, acknowledged, and reported.
- Work closely with the Development, Marketing, and Program teams to align messaging and ensure consistent communication with donors.
- Contribute ideas and feedback to improve donor experience and fundraising effectiveness.
- Support grant-related follow-up activities or reporting as assigned by the Senior Development Director.
- Perform other related duties as assigned.



Key Behaviors/Skills:

- Consistently demonstrates all Job Partnership's Core Values.
- Strong interest in preparing people in under-resourced communities in life and work skills utilizing Biblical principles that help them with essential skills training, connections to resources and access to better job opportunities.
- Exceptional communication skills, oral and written.
- Strong interpersonal skills with ability to develop relationships with internal and external stakeholders.
- Ability to work independently and as part of a team.
- Organized and capable of managing multiple priorities while maintaining attention to detail and follow-through.
- Ability to maintain high levels of engagement through various mediums such as emails, calls, in-person and virtual meetings.
- Ability to ask thoughtful, probing questions and actively listens to uncover themes and issues.
- Values the opinions of others.
- Maintains strict confidentiality with sensitive and personal information.
- Ability to recognize issues that require attention and provide effective solutions and support.
- Ability to adjust quickly to changing situations.
- Resourceful
- Resilient
- Displays high integrity
- Ownership mentality; self-motivated and driven with ability to hold oneself accountable toward organizational and individual goals.
- Pleasant, approachable demeanor, and enjoys helping others.
- Sensitive to others' needs and feelings.
- Passion for high standards.
- Proficiency in Microsoft Office Suite and other relevant software.
- Must be available, as needed, for weekend and evening Community partner events, recruitment events and Lifework class events.

Qualifications:

- **Education/Certifications:**
 - Bachelor's degree preferred, equivalent experience in fundraising, donor relations, sales, or related fields.
- **Experience:**
 - Minimum of 2-4 years of experience in fundraising, donor relations, business development, or relationship management, ideally in a non-profit or faith-based environment.
 - Proven ability to build and sustain donor or client relationships with consistent follow-through and measurable outcomes.
 - Experience in CRM systems, donor databases, or customer relationship tools preferred.
 - Event coordination or campaign support experience a plus.



- **Other Key Requirements:**

- Passion for Kingdom work.
- Biblical worldview of work and service.

Physical Requirements:

- Prolonged periods of stationary office work, up to 8 hours at a time.
- Occasionally climb, bend, stand, twist, kneel, crouch, squat, and balance neck while performing other tasks.
- Lift items up to 15lbs, infrequently.
- Ability to travel within Central Florida visiting multiple sites/locations.

Jobs Partnership is committed to making reasonable accommodations for individuals with disabilities consistent with the requirements of federal, state, and local laws and regulations.