



POTLATCH FUND

INSPIRING THE NATIVE TRADITION OF GIVING

Position Description

Relationship Manager

Office Location: Seattle, Remote

Reports to: Director of Philanthropic Partnerships, Executive Director

FLSA Status: Full-time, exempt

Position Summary

The Relationship Manager is a full-time (40 hours/week), exempt position and reports to the Director of Philanthropic Partnerships. This is a new position based in our Seattle office but due to COVID, will mostly be working remotely for the time being.

The Relationship Manager will increase Potlatch Fund's donor organizing, fundraising, and grantmaking by supporting the organization's fundraising efforts. The Relationship Manager will work closely with the Director of Philanthropic Partnerships and other staff to help steward major donors, organize events, do one-on-one fundraising, and create and implement strategies for donor acquisition and long-term retention.

This is an exciting time to join the Development team of Potlatch Fund. With our grantmaking program and other Potlatch Fund initiatives, we now have the challenge of turning new donors into long-term supporters who have an authentic relationship to our organization and a deep commitment to our work. The Relationship Manager will play a critical role in building the sustainability for our organization.

We envision our staff as a fully collaborative team in service to our mission. The Relationship Manager will play an integral role in serving our community members and grantees; a special emphasis will be placed on managing a group of assigned mid-level and major donors, assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement, while also building relationships with new major donor prospects.

Duties and Responsibilities

1. Donor Stewardship (60%)

In partnership with the Director of Philanthropic Partnerships, support the development of a sustainable and growing funding base through assisting in the development, coordination, and implementation of a diversified fundraising program with creative methods and a primary focus on individual donors.

- Cultivate strong relationships with a portfolio of at least 50 current annual fund donors.
 - i. Create individual goals for each person in the portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.
 - ii. Create a plan for each donor and on a timely basis execute that plan so individuals in the portfolio are retained and upgraded.
 - iii. Work with program and the communications department to secure appropriate project information, including budgets, and create proposals/asks that will be used with persons on the portfolio to secure gifts.
 - iv. Create monthly reports as required by management that accurately reflect portfolio activity and performance.
- Develop a portfolio of Potlatch Fund donors who have recently participated in or made a major gift towards any Potlatch Fund event with the goal of bringing those donors into support for our annual gala.
- Work with the Director of Philanthropic Partnerships around donor-prospecting strategies beyond our own fundraising activities.
- Assist with donor retention through working with development team on member-wide mailings and electronic communications (annual reports, seasonal donor appeals, renewals).

2. Event Planning (30%)

- Assist in coordinating annual dinner/celebration, especially soliciting business and organizational sponsorships
- Assist in coordinating additional member engagement/cultivation events throughout the year (including all logistics, i.e. managing RSVPs, agendas, materials, food, venue, child care, etc).

3. Database Management (10%)

We currently have a list of donors making gifts to Potlatch Fund through our annual gala, various grants, and individual asks. We continually receive new donors on an annual basis. Our databases are housed within a few different applications. The Relationship Manager oversees those databases.

- Work closely with all other staff to collect and maintain up-to-date information about donors.
- Work closely with the Director of Philanthropic Partnerships and other staff to develop and improve systems for tracking and managing data about Potlatch Fund members and donors.

4. Perform other tasks as identified by the Director of Philanthropic Partnerships

Knowledge, Skills, and Abilities:

- Innovative spirit to explore opportunities for progress, collaboration, and continuous improvement.
- Excellent organizational and project management skills with exceptional attention to detail.
- Strong oral and written communication skills
- Propensity to establish priorities, multitask, and proceed without supervision.
- Capacity to work both independently, telecommuting, and as a member of a team.
- Skilled in developing and making public presentations, and facilitating meetings.
- Attention to detail and proven ability to meet deadlines
- Ability to flourish, with humor, in a fast-paced, rapidly growing non-profit foundation and community-based leadership development organization.

Qualifications:**Required:**

- Desired 3 years of fundraising experience (paid or volunteer) in a non-profit setting, including individual, one-on-one donor cultivation and retention
- Proficiency with Microsoft products (Office Suite, Visio, and Windows), Salesforce, and social media platforms (Facebook, Twitter, YouTube, etc.)
- Experience providing great service to members or constituents of diverse backgrounds
- Familiarity with issues facing urban, rural, and reservation Native/Tribal communities
- Ability to work collaboratively with a team on a variety of tasks
- Event planning experience
- Project management skills
- Sense of humor
- Bachelor's Degree from an accredited college or University

Helpful but not required:

- Community organizing experience
- Experience with Potlatch Fund members and/or grantees
- Experience creating individualized donor plans
- Experience managing volunteers

Special Requirements:

- Must be available to work a flexible schedule, which includes some evenings and weekends, as requested by leadership.
- Must have a valid driver's license, personal insurance and access to a reliable vehicle.

Working Conditions:

- Must be able to work effectively while working remotely
- Must be able to lift and carry 30 pounds and be capable of standing for one hour or more as physically required for events (when it is safe to participate in them again).
- Must be able to travel for multiple, consecutive days (when it is safe to travel again).

Salary and Benefits:

Anticipated salary range is \$60,000 to \$65,000 DOE. A full benefits package is available, including 100% employer paid health, dental, and vision insurance, retirement matching, vacation, and sick leave.

TO APPLY:

To apply, please go to <https://www.indeed.com/job/relationship-manager-b4e7eb3c941ff7c9>. We are not taking email applications at this time.