



POSITION: Senior Donor Engagement Specialist

REPORTS TO: This position reports directly to Director of Development

PURPOSE: We are seeking a seasoned, strategic, and professional fundraiser to lead our donor engagement efforts and support affinity group operations. The Senior Donor Engagement Specialist will drive the launch and management of our annual fund, build and steward donor relationships, and ensure smooth coordination of our affinity group. This is a highly autonomous role that requires strong judgment, outstanding communication skills, and the ability to represent the organization with professionalism and integrity.

EMPLOYMENT CATEGORY: This position is considered EXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421. EXEMPT employees are not entitled to overtime pay under the specific provisions of this law.

FUNCTIONAL RESPONSIBILITIES:

Donor Engagement & Fundraising (~85%)

- Lead the strategy, launch, and ongoing management of the annual fund, achieving fundraising targets.
- Identify, cultivate, and solicit donors across various levels, including individuals, foundations, and corporate partners.
- Build and maintain strong donor relationships through proactive stewardship and personalized outreach.
- Serve as a credible and polished representative of the organization in meetings, events, and communications.
- Develop materials such as donor emails, updates, proposals, and acknowledgments.
- Analyze donor data and campaign performance to inform engagement strategies and optimize results.

Affinity Group Operations (~15%)

- Coordinate scheduling, communications, and logistics for affinity group meetings and activities.
- Maintain accurate records in the database and track follow-up tasks to ensure consistency and accountability.
- Serve as the primary point of contact for day-to-day operational needs related to the affinity group.



Team Collaboration

- Partner across the organization to align donor engagement efforts with broader goals and messaging.
- Demonstrate follow-through, reliability, and proactive problem-solving in all aspects of your work.

EMPLOYMENT STANDARDS:

- 5-7+ years of professional experience in fundraising, donor relations, or stakeholder engagement.
- Demonstrated ability to work independently and manage multiple priorities with sound judgment.
- Exceptional written and verbal communication skills, with a confident and professional presence.
- Ability and willingness to contact donors via phone.
- Proven success in building and managing donor relationships and delivering measurable fundraising results.
- Strong organizational skills and attention to detail, especially in managing logistics and follow-ups.
- A collaborative mindset and ability to work effectively across teams.
- Proficiency in Donor Perfect or comparable CRM preferred.
- CFRE certification a plus.
- Ability to handle high volume of work in short periods.
- Valid Florida Driver's License.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____