



Lighthouse

FAMILY RETREAT

Organization: Lighthouse Family Retreat

Mission: To strengthen families living through Childhood Cancer.

Job Title: Relationship Manager

Location: Alpharetta, Georgia

Purpose:

The Relationship Manager position reports directly to the VP of Development. This position manages a portfolio of 150 mid-level and major donors to ensure they feel appreciated and informed of all that is happening within the ministry. This position will also raise their annual giving. The Relationship Manager assists with the management of fundraising events, aids in all silent auction item procurement, and fundraisers by others as well as executes and manages the Donor Care Plan.

Key Responsibilities

- Conducts research to identify prospective donors in the \$1,000-\$5,000+ range. Manages a portfolio of up to 150 donors. Proactively maintains relationships with these donors to retain and increase their giving.
- Actively identify high-capacity donors through in-person meetings, salesforce research, and serving on retreats.
- Develop and cultivate relationships with new potential donors.
- Manage and update the donor information in Salesforce.
- Assist the Development team in supporting individuals who host fundraisers for Lighthouse with resources and personal appearances.
- Assist Development Team in increasing active monthly donors.
- Stays abreast of emerging trends within the development field (e.g. giving circles, mobile activations, peer-to-peer fundraising, etc.). Makes recommendations for how to incorporate new activities into an overall development strategy.
- Performs other duties as assigned.

Qualifications:

- Must believe in the mission, direction, and premise of the ministry.
- Understands the balance of results and relationships.
- Excellent communication skills.
- Self-starter with the ability to work independently.
- Exceptional organizational skills.

- Four-year college degree.
- Must have a minimum of 7 years of relevant experience. In fundraising, non-profit-related work, or outside sales and account management.
- Ability to travel up to 25%.