



Donor Relations Coordinator

The Donor Relations Coordinator researches individual donor prospects, develops donation appeal letters, maintains a regular schedule of individualized donor communications, and oversees donor recognition in all forms. He or she provides timely, personalized, strategic communication to major gift prospects and donors. The Donor Relations Coordinator will be engaged in the lifespan of major gift donor development and as such, will work alongside the Vice President of Development, Business Community Liaison, and the Grant Writer.

Specific Duties include:

- Reports to the Vice President of Development
- Identifies individual donor prospects in terms of their capacity and inclination to support the mission of the IBCF.
- Nurtures relationships with long-term donors
- Develops candidates and plans for bequests
- Manages a database of donors
- Develops and oversees at least two letter writing campaigns a year.