



## **SILVER LINING MENTORING**

### **Donor Engagement Manager**

#### Organizational Overview

Silver Lining Mentoring empowers youth in foster care to flourish through committed mentoring relationships and the development of essential life skills. For over 15 years, Silver Lining Mentoring has enjoyed continuous growth and success in matching youth in the child welfare system with highly committed volunteer mentors for an average of over 4.5 years per match. Silver Lining Mentoring also works with young people who are preparing to age out of the child welfare system by teaching critical life skills to help teens successfully transition to adulthood. Silver Lining Mentoring continues to be among only a few mentoring organizations in the United States, and the only mentoring organization in Massachusetts, that exclusively serves the unique needs of youth in the foster care system.

For more information on our work, our supporters and the incredible young people we serve, please visit [www.silverliningmentoring.org](http://www.silverliningmentoring.org).

#### Position Summary

The Donor Engagement Manager will secure funds for Silver Lining Mentoring by proactively managing the recruitment/cultivation process and the stewardship/retention protocol of prospective and current major donors. To achieve the organization's goals, the position will be responsible for working with the staff team to design, implement and manage an organization-wide major donor relations and stewardship system that appropriately and consistently promotes genuine relationships with major donors.

#### Responsibilities

##### *Donor Portfolio Management*

- Actively manages a portfolio of current and prospective major donors on behalf of Silver Lining Mentoring. The CEO, Director of Development and Board members will also have portfolio management responsibilities.
- Proactively supports the stewardship responsibilities of CEO, Director of Development and Board members by assisting them in establishing and coordinating individualized stewardship plans for donors.
- Serves as secondary contact for major donors in the portfolios of others.

### *Donor Relations Systems*

- Works with Director of Development to design, document, and implement a systematic and integrated donor relations program that encompasses moves management strategies, portfolio management and donor recognition.
- Works with Director of Development to develop and assess policies and procedures that are essential for a comprehensive donor relations program.

### *Information Management*

- Reviews information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current major donors to enhance their relationship with Silver Lining Mentoring and increase the likelihood of continued contributions.
- Helps devise consistent, accurate, and appropriate information-sharing mechanisms for stewarding prospects and donors across the organization.

### *Donor Recognition*

- Advises on and facilitates the recognition of major donors in communications and print and web-based publications.

### Knowledge/Skills Required

- Ability to create and execute a comprehensive organization-wide donor acknowledgement and recognition plan, including advising on complex and carefully orchestrated cultivation strategies for Silver Lining Mentoring's current and prospective major donors.
- Generate creative solutions for stewarding donors in order to advance Silver Lining Mentoring's efforts to maintain and strengthen high-quality individual relationships with major donors.
- Think strategically about donor engagement.
- Excellent organizational, interpersonal, verbal and written communication skills.
- Excellent social skills, with large groups as well as with individuals.
- Ability to work independently and as part of a team.
- Detail oriented, well organized, focused and goal-oriented, with a high level of initiative and energy.
- Problem-solving skills and using judgment in situations requiring independent initiative and tact.

### Application Information

This position is part-time (20 hours/week) and offers flexibility in working from home. Silver Lining Mentoring offers a strengths-based collaborative staff team, flexible work environment, and accessible office location in downtown Boston. This position will require some evening/weekend hours. Salary commensurate with experience. To apply, candidates should review Silver Lining Mentoring's website and submit a resume and cover letter explaining why you would like to be considered for this position to

[HR@silverliningmentoring.org](mailto:HR@silverliningmentoring.org). Silver Lining Mentoring is an Equal Opportunity Employer.

<http://www.silverliningmentoring.org>