



## **POSITION DESCRIPTION**

### **Donor Relations Associate**

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**Summary:** Provides administrative support to the Director of Donor Relations; assists in raising ministry funds and in communication with Entrust's donors, including writing proposals for major funders and completing detailed donor reports.

**Reports to:** Director of Donor Relations

**Commitment:** Part-Time (20 hours per week)

**Location:** Colorado Springs, CO

**Compensation:** \$14 per hour (includes holiday, vacation, and sick pay as detailed in the Entrust Handbook)

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### **SPECIFIC AREAS OF RESPONSIBILITY**

- Research grant opportunities and application requirements.
- Maintain accurate, up-to-date files on foundations and major donors in database, including detailed records and tracking of donor contact and development activities.
- Process proposals and reports through the review, approval, sending and reporting procedures.
- Research and synthesize information relevant to donor relations needs.
- Watch the calendar, giving notice of upcoming opportunities for stakeholder visits, proposal due dates and follow-up reports due.
- Coordinate thank you notes and other correspondence with foundations and major donors.
- Coordinate donor ministry schedule and update to-do list with the donor relations director, CEO's office and communications team.
- Help arrange donor relations travel and events.
- Develop and send out materials related to donor relations activities.
- Draft reports/agendas and take notes for donor relations meetings with Entrust leadership, donors, strategic planning, and other meetings as needed.
- Coordinate donor relations prayer items and compile stories to share with Entrust staff on behalf of donor relations.
- Attend seminars, lectures or classes on resource and professional development.
- Track relationships Entrust develops with other Christian sending agencies.
- Attentive to mobilizing new staff, interns, and donors to Entrust.

## **OUTCOMES**

- Entrust will maintain good relationships and communication with donors.
- Entrust will gain increased funding from major donors.
- All deadlines will be met in a timely fashion.
- Contact and historical information will be readily available to the Entrust CEO and donor relations director.
- Donor relations will be well-informed concerning topics relevant to its activities.

## **QUALIFICATIONS**

### **Professional Qualifications**

- Professional writing and typing skills.
- Ability to synthesize and summarize research related to donor relations.
- Ability to organize and prioritize work, detail oriented.
- Some graphic design ability and experience.
- Familiarity with Microsoft Office software, ability to learn other software, as necessary.

### **Personal Qualities Desired**

- Willing to maintain proficiency in computer skills and gain familiarity with various programs and equipment used in the office.
- Commitment to remain current with resource development practices and procedures through ongoing professional development opportunities.
- Creativity and initiative in performing responsibilities.
- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Team worker.
- Willing to do work not included in task description.

### **Spiritual Qualities Desired**

- Teachable spirit and servant's heart.
- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness and interpersonal relationships with others.

### **Employment Requirements**

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the Entrust Handbook.

*Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.*