

## **Job Description: Manager of Donor Relations**

### **Organizational Overview**

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement; empowering talented, diverse educators to launch new schools; and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 38 schools and 14 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms. More information can be found at [themindtrust.org](http://themindtrust.org).

### **About Working at The Mind Trust**

The Mind Trust is a high-impact organization with a fast-paced environment and an emphasis on outcomes and equity. The organization prides itself on its inclusive and dynamic culture, with a focus on quantitative measures and continuous improvement, and is highly collaborative and team-oriented, while also offering a flexible work environment. The organization strives to be antiracist in all its programming, policies, and procedures.

### **Position Overview**

The Manager of Donor Relations will be mission-focused and committed to advancing The Mind Trust's philanthropic efforts. Reporting to the Director of Development, the Manager of Donor Relations will be responsible for supporting all development-related work, including the execution of the organization's development strategy.

Primarily, the Manager will collaborate with the Director of Development to create and execute a strategy for expanding individual and corporate giving. In addition, the Manager will support all back-end operations for processing gifts and maintaining a robust database as well as ensuring The Mind Trust implements vital and ongoing efforts to cultivate and steward donors in both traditional and nontraditional ways. The Manager will conduct research and data analysis on donors and prospective donors to expand our base of support, increase gifts, and identify motivations/barriers for contributing to our mission.

To be successful, the Manager must: be an independent, self-motivated strategic and operational thinker; demonstrate strong written and verbal communication skills; possess exceptional attention to detail and a high bar for quality; be able to organize, prioritize, and direct a large volume of projects and tasks; seek solutions as an active problem solver; and eagerly partner with all colleagues to collaboratively extend The Mind Trust's impact. Previous fundraising experience is a plus, but not required.

### **Position Responsibilities**

- Collaborate to create and execute strategy for expanding individual and corporate giving.
- Develop systems and processes related to giving, such as cultivation and stewardship, that engage donors.
- Prepare leadership and other staff members for donor interaction and meetings.

- Analyze data and strategy to create goals that foster growth in giving.
- Collaborate with the Communications team to ensure message alignment between donor needs and expectations in order to inspire giving across all mediums and platforms.
- Contribute to building a culture of fundraising within the organization and advocate for individual and corporate giving programs.
- Re-engage lapsed donors and convert the organization's community of supporters into donors.
- Develop innovative ways to increase the pipeline of prospective donors by collaborating with staff, participating in related community events and initiatives, and increasing relevant partnerships.
- Identify new ways to engage donors, such as giving clubs and monthly giving, while driving traditional methods such as annual appeals and year-end campaigns.
- Ensure the highest level of donor data integrity through documentation and data auditing.
- Research philanthropy and giving and stay informed about current trends and data related to philanthropy and education.
- Provide support for organizational events and initiatives and be an excellent brand ambassador.

*Miscellaneous*

- Provide staff support for The Mind Trust-related events and initiatives.
- Other duties as assigned.

*Skills and Traits*

- A master of understanding nuances to build strong relationships with a desire to understand what motivates action.
- Dedication to equity and inclusion, appreciating people for their unique experiences and perspectives.
- Understanding of systems and processes but can also operate with missing information and ambiguity.
- Willingness to take ownership of your position, hold others accountable, manage up, and advocate for your work.
- Creative, solution-oriented self-starter.
- Highly organized with experience managing multiple projects simultaneously in a deadline-driven environment.
- Ability to work with a range of people to accomplish complex and ambitious projects.
- Ability to work independently and thrive in a high-energy, dynamic environment.
- Exceptional personal responsibility for meeting goals and a proven track record of success.
- Must be able to influence others and support colleagues in execution.
- Strong research and analytical skills.
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue.
- Motivated by learning and discovering new things.
- Able to work occasional nights, weekends, and off-site as required.
- Bachelor's Degree in a relevant area preferred.
- Fluency in Microsoft Office technology (Word, Excel, PowerPoint) in a Mac-based computing environment; Salesforce experience preferred.

**Compensation**

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental, and vision insurance, a 403b retirement plan, and paid time off.

The Mind Trust is an Equal Opportunity Employer.

**To apply, submit cover letter and resume by February 22, 2021 to:**

Stacy Helmuth, Director of Development

Email: [shelmuth@themindtrust.org](mailto:shelmuth@themindtrust.org)