

DONOR RELATIONS AND EVENTS MANAGER

BETHANY HOUSE SERVICES
Reports To: Chief Development Officer
Job Grade: I

FLSA: Exempt
Department: Development

POSITION OVERVIEW

The Donor Relations and Events Manager expands and nurtures donor relationships and leads Bethany House Services' (BHS) special events portfolio. This role drives donor engagement, solicitation, and stewardship for a portfolio of mid- and major gifts, while planning and executing BHS' two signature fundraising events and other organization-wide events to advance mission, programs, and fundraising goals.

KEY DUTIES AND RESPONSIBILITIES

Stewardship and Donor Management

- Manage a portfolio of 100+ mid- and major donors and event sponsors, delivering regular, personalized engagement to deepen relationships.
- Cultivate and solicit major gifts, mid-tier gifts, planned gifts, and event sponsors; develop and implement tailored engagement plans.
- Collaborate with the CDO, CEO, Board, and stakeholders to design and implement donor stewardship strategies (e.g., Pathway Home, Giving Societies, and related programs).
- Conduct donor research and pipeline analytics using DonorSearch, Raiser's Edge, and other tools to inform strategy.

Special Events Management

- Lead the end-to-end planning, execution, evaluation, and post-event reporting for BHS' two signature fundraising events: Mardi Gras and Welcome Home Bash; manage event committees as needed.
- Increase attendance and meet/surpass gross fundraising goals of \$400,000+ while stewarding budgets and expenses.
- Secure event sponsorships and maintain ongoing sponsor engagement through year-round communications and opportunities.
- Manage and oversee BHS Holiday Programs and all other BHS special events as assigned.
- Support volunteer recruitment and management as it relates to events.

Cross-functional Collaboration

- Work closely with Marketing/Communications, Programs, Finance, Human Resources, and Operations to ensure alignment of events, branding, messaging, and financial controls.
- Maintain strong relationships with volunteers, partners, and staff to support event success and donor engagement.

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QUALIFICATIONS

Education and experience

- Bachelor's degree in marketing, communications, or a related field, or equivalent professional experience.
- 3–4+ years of experience in special events, development, or sales, with a proven track record of donor stewardship and fundraising results.

Knowledge, Skills, and Abilities

- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) and donor management systems; experience with Raiser's Edge preferred.
- Strong oral and written communication, presenting with professionalism and clarity.
- Highly organized, detail-oriented, and able to manage multiple projects, deadlines, and shifting priorities.
- Strategic thinker with excellent negotiation, research, and storytelling skills.
- Collaborative team-player who respects diverse perspectives and contributes to a positive, mission-driven culture.

OTHER POSITION REQUIREMENTS

Licenses/Certifications and other requirements

- Valid driver's license and the ability to meet BHS vehicle insurance requirements.
 - Reliable attendance and adherence to organizational policies.
 - Successful completion of BHS background checks and drug screenings.
- Physical & Environmental Requirements
- Typical office environment; occasional travel for events and donor meetings.
 - Ability to perform essential physical tasks as needed for event setup and execution.
 - Reasonable accommodation available to enable job performance.

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Work schedule

- Generally, 40 hours/week, Monday–Friday. Some evenings, weekends, or extended days may be required to support events and donor engagement.

Confidentiality and ethics

- Maintain donor and organizational confidentiality.
- Uphold the highest standards of integrity, respect, and inclusivity in all interactions.

Employee Acknowledgement

I have reviewed this job description, and I understand all my job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of Bethany House Services without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increase to my pay are based on my ability to perform the duties and responsibilities outlined in this job description. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name (print): _____

Employee Signature: _____

Supervisor Name (print): _____