



DONOR ENGAGEMENT SPECIALIST

ABOUT KIDS HOPE USA

At Kids Hope USA, we believe that all kids matter to Jesus and that the local church is uniquely called to care for children in their community. Students deserve caring and consistent adults in their lives to help them thrive. Since 1995, Kids Hope USA has lived into that belief and into our mission to build life-changing relationships, one at a time.

Kids Hope USA pairs community-focused churches with their neighborhood schools to send volunteer mentors into the schools to meet with students in a one-on-one mentoring relationship. Kids Hope USA reaches students who are selected by their teachers, school counselors, and principals as children who could significantly benefit from an additional adult in their life. Today, Kids Hope USA has about 600 church partners who lead more than 700 mentoring programs in 34 states. We are excited about a leader who is passionate about leading a team, propelling growth, and sharing a compelling vision of mentoring as an opportunity for life change for mentors and students.

CORE VALUES

Relationships Matter: *Christ first, you second, me third. You belong. Stronger together. Mentoring makes a difference.*

Be Excellent: *Be curious. Do what you say you will do. Raise the bar.*

Keep It Simple: *Less is more. Keep the main thing the main thing.*

Go Together: *United by Faith. How can I help? Collaborate.*

Believe What's Possible: *Keep dreaming. Why not? Try something new. Say YES!*

POSITION DESCRIPTION

of hours: full-time 36-40 hours (PT reduced schedule of 32-35 hours available)

The Donor Engagement Specialist's primary role is to assist in the day-to-day fundraising efforts on behalf of Kids Hope USA. Donor support makes up over 90% of Kids Hope USA's annual budget. The Development Team supports Kids Hope USA on both a local and national level through fundraising efforts. This role will focus on several fundraising efforts including stewarding a portfolio of donors, helping to expand the network of new donors including individuals, foundations, and businesses, and provide general administrative functions to the Development Team. This is a full-time position based in Zeeland, MI at our National Support Office.

JOB RESPONSIBILITIES

- Work alongside Development Team Members to carry out the Development Plan
- Communicate the mission of Kids Hope USA and invite prospective donors to learn about and financially support this work
- Build and nurture relationships through a growing portfolio of existing KHUSA donors
- Nurture existing and new foundation and corporate relationships through research, grant writing, and reporting
- Process donor data in Raiser's Edge NXT (Blackbaud) including gift entry, receipting, reporting, and prospect management
- Utilize Raiser's Edge NXT to analyze donor data and past giving trends to support annual development plan
- Utilize donor research tools including wealth screening, foundation research, etc
- Support external communications including social media, newsletters, and brochures

QUALIFICATIONS

The mission of Kids Hope USA has never been more important and the opportunities for growth are abundant. Kids Hope USA has a well-earned reputation as an organization of superior quality, stewardship, leadership, and mission. If you are looking to join a high functioning, committed team, don't miss this opportunity. Apply today. You may be the team member we're looking for to help us grow and expand our programs to serve more children today, tomorrow and in the years to come.

Specific requirements include:

- Commitment to and passion for the mission of Kids Hope USA
- Naturally develops and nurtures relationships and sees opportunities for new connections
- At least two years account management, customer service or donor relations experience
- At least two years (or school equivalent) of written and verbal communications experience
- Strong competency in software applications and fundraising programs (Microsoft Office Applications – Word, Excel, PowerPoint & Outlook; Raiser's Edge experience – preferred)
- Exercises strong judgment and exceptional attention to detail; clear, critical thinker.
- Individually driven and takes initiative to find creative solutions in engaging and communicating with supporters
- Results-oriented; enjoys analyzing information, motivated by goals, committed to following through
- Enjoys learning; both self-taught and coachable

To express interest in this role, please send resume & cover letter to careers@kidshopeusa.org