



## JOB OPPORTUNITY

### DONOR ENGAGEMENT MANAGER

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<b>Title:</b>	Donor Engagement Manager
<b>Reports to:</b>	Executive Director   Director of Development
<b>FLSA Classification:</b>	Exempt   Full-time
<b>Estimated Rate of Pay:</b>	\$75-80K dependent on experience
<b>Supervises:</b>	N/A
<b>Created/Updated:</b>	09/08/2025
<b>To Apply:</b>	Send cover letter and resume in PDF format to <a href="mailto:jobs@mizell.org">jobs@mizell.org</a>

#### POSITION OVERVIEW

The Donor Engagement Manager is responsible for developing and executing strategies to grow annual giving, major gifts, and corporate sponsorships. This role focuses on cultivating Mizell's donor pipeline—including the Sunrise Club—while leading donor engagement, recognition, and stewardship programs. The Manager represents Mizell to current and prospective donors and works closely with the Executive Director, Director of Development, board members, and senior leadership to achieve fundraising objectives.

#### PRIMARY DUTIES AND RESPONSIBILITIES

##### Fundraising & Donor Relations

- Cultivate, solicit, and steward gifts across all levels to support Mizell's programs.
- Lead solicitation strategies for key prospects, including the Sunrise Club major donor initiative.
- Develop and implement effective recognition and stewardship programs to ensure donor engagement and retention.
- Build a proactive planned giving program while identifying and cultivating opportunities for legacy support.

##### Collaboration & Leadership

- Partner with the Executive Director, Director of Development, and board to establish fundraising strategies, budgets, and performance goals.
- Support leadership and board members in major donor activities and solicitations.
- Coordinate and facilitate meetings between donors, board members, and volunteers.

##### Data & Performance Management

- Maintain accurate donor records in DonorPerfect CRM, tracking gifts, renewals, and engagement.
- Monitor progress toward fundraising goals and provide regular reports to the Executive Director and leadership team.
- Use data and analysis to refine strategies and maximize fundraising outcomes.

##### Events & Community Engagement

- Oversee donor acquisition and renewal through events, including Mizell's annual gala and other cultivation opportunities.

- Collaborate with Executive Director and staff on marketing and communications to align donor messaging and fundraising campaigns.
- Serve as a visible representative of Mizell, engaging with the broader community to inspire support for its mission.

#### **POSITION REQUIREMENTS**

- 3–5 years of experience in fundraising/development, including direct portfolio management and demonstrated success in meeting or exceeding fundraising goals.
- At least 2 years in a supervisory or leadership role preferred.
- Experience in annual giving, major gifts, or corporate sponsorships.
- Strong interpersonal and communication skills, with the ability to engage diverse stakeholders including donors, board members, volunteers, and the public.
- Proven ability to manage multiple priorities, plan strategically, and deliver results under deadlines.
- Proficiency in Microsoft Office and fundraising databases (DonorPerfect preferred).
- Familiarity with the Coachella Valley philanthropic community or senior programming funding environment a plus.
- Commitment to the mission of Mizell Center.
- Valid CA driver's license and successful background check required.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Mizell Center provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, veteran status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status or any status as defined by local, state and federal law.

#### **CLASSIFICATION, SCHEDULE AND TRAVEL.**

Classification is exempt, full-time. Schedule is generally Monday through Friday with evening and weekend hours as needed for meetings and events. Local and regional travel may be required for donor engagement and attending events.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

This position operates in a professional office environment and senior community center that is accessible to the public. This role routinely utilizes standard office equipment, including computers, phones, photocopiers, and filing cabinets, among others. While performing the duties of this job, the employee is regularly required to stand, walk, and sit, as well as hand, arm, and finger dexterity to operate computer keyboard or other office equipment. Requires visual acuity to read words and numbers and speaking and hearing ability sufficient to communicate in person or over the phone. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **HOW TO APPLY**

To apply, please submit your cover letter and resume to [jobs@mizell.org](mailto:jobs@mizell.org) or in person at Mizell's lobby desk during business hours. Please note that Mizell is unable to acknowledge receipt of each application. Should your background and experience align with the opportunity, you will be contacted.