

# Director of Donor Engagement Job Description



## JOB SUMMARY

Untold is seeking a Director of Donor Engagement to be a relationship manager with major donors (\$10,000+ annual giving). He or she will steward a portfolio of approximately 100 relationships with both current and prospective major donors in Atlanta and select other cities, primarily in the Southeast. Their primary means of cultivation will be face-to-face meetings, small group gatherings, and trips to East Africa.

## AREAS OF RESPONSIBILITY

- + Collaborate with the Chief Development Officer and development team to establish fundraising goals and strategies.
- + Manage a portfolio of 100 relationships with current and prospective major donors of Untold.
- + Recruit people to participate in Impact Trips and lead those trips to East Africa.
- + Plan and execute special events to engage current donors and/or invite new prospects to learn more about Untold.
- + Maintain extensive records of donor information and interactions to ensure that there can be continuity in this role.

## ABOUT THE ROLE

The Director of Donor Engagement plays an integral role in securing funding to support the operations and growth of Untold and reports directly to the Chief Development Officer. He or she will be someone who authentically seeks to serve and add value to those they meet. They ask great questions and are excellent listeners. Terms like servant, relational, authentic, compelling, hardworking, and effective speaker and writer will apply to this person. This is someone who understands that fundraising is both science and art.

## QUALIFICATIONS

- + Able to build authentic, trusting relationships with donors based on a desire to serve them and add value to them
- + At least five (5) years of experience in fundraising, business development, sales, marketing or related field.
- + Strong spoken and written communication skills
- + Bachelor's degree required

**IF INTERESTED, SUBMIT RESUME AND COVER LETTER TO [BRIAN@UNTOLD.ORG](mailto:BRIAN@UNTOLD.ORG)**

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### COMPENSATION + BENEFITS

Full-time employees are entitled to compensation commensurate with experience. Benefits for full-time employees include health insurance stipend, paid vacation, holidays, flex working environment, parental leave, professional development, SIMPLE IRA, and more.

### ABOUT UNTOLD

Untold exists to embrace and equip people to live a life beyond AIDS. Working in East Africa, their vision is that every single person living with HIV/AIDS is embraced by the local church, receives life-saving care, and lives a life without stigma.

Untold is currently in the final year of a 3-year, \$26 million campaign to expand their programs in Eastern and Southern Africa. Currently, Untold has raised more than \$18 million. This position will help cultivate relationships with both current and prospective donors in Atlanta and other cities across the Southeast.

To learn more about the work of Untold, please visit their website at [www.untold.org](http://www.untold.org). To review their 2022 Annual Report, click [here](#).

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