



## Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho  
P.O. Box 656, Sun Valley, ID 83353  
208-726-9491, fax 208-726-2344  
[www.sunvalleycenter.org](http://www.sunvalleycenter.org)

**Job Title:** Donor Relations Officer

**Reports To:** Development Director

**Purpose:** The Donor Relations Officer manages our major gift and sponsorship programs. Working closely with the Director of Development and Executive Director, the Donor Relations Officer is responsible for the stewardship of a portfolio of existing major donors and identifying and cultivating relationships with prospective major gift donors and sponsors.

### **Key Responsibilities**

#### **Development:**

- Identify, cultivate and solicit individual potential prospects and maintain relationships with a portfolio of existing donors.
- Research individual major gift donor prospects and develop donor solicitation strategies.
- Track and assess major gift fundraising metrics.
- Proactively pursue long-term partnerships within the corporate and foundation sector to support The Center's mission.
- Directly solicit grants from foundations including, developing proposals and collateral for funders and writing narrative for grants with the help of contractors as needed.
- Directly solicit sponsorships from corporations including, developing proposals and collateral for sponsors.

#### **Special Events:**

- Plan and manage major donor cultivation events.
- Work with the Development Director and Special Event Manager in planning and implementing fundraising events.
- Assist with on-site, pre- and post-event support for the Wine Auction.

#### **Qualifications Required:**

- Exceptionally strong communicator with the ability to articulate the organization's mission, programs and position to a wide and diverse audience of stakeholders that includes donors, business leaders, and community partners.
- A minimum of two years of Development experience and proven success in fundraising, CFRM a bonus
- Interest in the arts
- Demonstrated proficiency with Microsoft Office applications, especially Excel, Word, PowerPoint, Outlook and Outlook calendar
- Proficiency in donor database software, Raiser Edge preferred
- Strong organizational skills and proven record of success with complex and detail oriented assignments
- Proven ability to manage multiple projects according to strict deadlines

- Team player with an even temperament
- Good public presence and positive attitude toward all people
- High level of ethics and an ability to handle confidential donor database information
- Bachelor's degree required.

**Focus:**

Development 85%

Events 15%

**Hours**

- The position is a full-time exempt position
- Regular hours are 9:00 – 5:00 Monday through Friday, with nights and weekends as needed based on Center program and event schedules and other local events considered cultivation opportunities

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, climbing/descending steps, climbing/descending ladders, moving cases of wine

*The Sun Valley Center for the Arts is an Equal Opportunity Employer*