



Direct Relief, a humanitarian aid organization, active in more than 100 countries and all 50 US states and territories, is improving the health and lives of people affected by poverty and/or emergencies. Direct Relief has built its reputation over 70 years, consistently earning top recognition from independent charity evaluators. We are the 3rd largest US charity and Forbes recently ranked Direct Relief #5 in their top 100 Charities. Charity Navigator awarded Direct Relief a perfect score of 100. Direct Relief's vision is to be the world's leading, most transparent, and most efficient provider of charitable medical resources to people most in need of assistance. Direct Relief is a non-governmental, nonsectarian, and not-for-profit provider to people and communities regardless of politics, religious beliefs, ethnic identity or ability to pay.

Direct Relief is seeking a **Partnerships & Philanthropy Manager**, to work on site at our Santa Barbara Headquarters.

**Summary:**

In support of the world's leading medical relief charity, the Manager, Partnerships & Philanthropy will develop and foster long-term relationships with current and prospective donors to support the mission of Direct Relief, with a primary focus on individual donors. This role interacts closely with other members of Partnerships & Philanthropy team and other departments to communicate the organization's mission, programs, and strategic initiatives. The ideal candidate is an excellent and creative communicator, relationship-builder and goal-oriented project manager who takes initiative, is attentive to details, and acts with purpose.

**Key Duties and Responsibilities:**

Participate as a member of the Partnerships & Philanthropy team to grow and retain Direct Relief's community of support among a diverse population of donors at all giving levels.

**1. Fundraising and stewardship:**

- Portfolio management: Identify and manage a portfolio of 250+ major donors and prospects; plan and execute donor interactions and communications (e.g., thank-you letters, newsletters, programmatic updates and briefings, pitch decks, etc.).
- Annual giving: Use an appropriate mix of written individual and mass communication, face-to-face meetings, phone/video meetings, facility tours, and group presentations to retain donors and increase donations at all giving levels.
- Planned giving: Identify prospects and use individualized communication to qualify and solicit planned gifts.
- Research and strategy: Analyze the interests of donors and prospects to develop compelling pitches, fundraising campaigns, engagement strategies, and stewardship activities.
- Build community of support: Inspire and maintain donor loyalty, interest and enthusiasm through stewardship, communication, and activities designed to express recognition, appreciation, and the impact of their gifts.

**2. Community networking:**

- Represent Direct Relief: Attend meetings and events to engage with members of the community to raise awareness and promote Direct Relief's mission.
- Engage trusted advisor networks: Develop and foster relationships within professional communities including wealth managers, estate and tax attorneys, and other philanthropy advisors.
- Engage community influencers: Meet with influential community members to develop engagement opportunities with the organization.

3. Record keeping:

- Data management: Perform necessary administrative tasks to ensure accurate constituent records in the CRM system (currently Raiser's Edge: NXT), including documentation of all activity, using the donor database system and ensure organization and accuracy of pertinent information within the Partnerships & Philanthropy team documents system.
- Reporting: Produce reports of activity and results measured against established goals.

**Required Knowledge, Skills, and Abilities:**

- Minimum of 5 years of successful experience growing and maintaining meaningful constituent relationships; non-profit experience is strongly preferred but comparable for-profit experience may be considered; bachelor's degree preferred
- Advanced ability to write clear, structured, and persuasive communications
- Familiarity with generative AI tools such as ChatGPT
- Positive and happy attitude
- Strong organizational skills, ability to prioritize tasks, attentive to details
- Ability to work well in a collaborative team environment with a wide range of people and personalities, including other departments/functions
- Ability to handle multiple assignments, and set and meet deadlines
- Ability to work independently with minimal supervision
- Familiarity with on-line marketing and on-line fundraising programs and technology platforms preferred
- Ability to occasionally work nights and/or weekends.
- Clear background check
- Clear toxicology screening

Salary Range: \$80,000 - \$87,000

Benefits: Medical, Dental, Vision, Short- and Long-Term Disability & Life Insurance premiums paid for employees; Maternity and Paternity pay.

Please apply at [www.directrelief.org/careers](http://www.directrelief.org/careers) Or scan the below QR code

