RIVER BEND FOOD BANK

Job Title: Donor Relations Manager
Status: Full Time, Salaried Exempt
Department: Development
Reports to: Development Director
Date: September 2026
Starting Salary Range: $66,000 - $78,000

SUMMARY

The Donor Relations Manager plays a critical role in advancing the mission of River Bend Food Bank (RBFB) by owning and executing a comprehensive donor relations strategy for an assigned portfolio. This position is responsible for identifying, cultivating, soliciting and stewarding individual donors, corporate partners, and foundations to secure financial support and increase donor retention. The Donor Relations Manager will participate in stewardship initiatives, donor recognition programs, and ensure that donors feel valued and informed about the impact of their contributions.

KEY RESPONSIBILITIES

Donor Portfolio Management

- Develop and implement strategies for donor retention, engagement, and recognition.
- Own an assigned portfolio, directly responsible for identifying, cultivating, solicitating and stewarding each relationship.
- Conduct prospect development to identify new donors and giving opportunities within the portfolio.
- Prioritize face-to-face donor engagement through visits, meetings, and hosted experiences.
- Apply moves management to advance donors through each stage of the giving cycle.
- Meet defined activity and revenue goals for the portfolio and track progress against them.

Donor Engagement & Stewardship

- Develop and implement strategies for donor retention, engagement, and recognition.
- Create personalized stewardship plans for major donors and legacy givers.
- Collaborate on donor appreciation events, tours, and impact reporting for portfolio donors.
- Ensure timely and meaningful acknowledgment of all gifts within the assigned portfolio.

Communications & Impact Reporting

- Partner with Marketing & Communications by providing donor insight, stories, and impact information to support organizational communications.

Database & Analytics

- Document donor activity consistently and accurately in Bloomerang.
- Use Bloomerang data and reporting to inform and adjust portfolio strategy.
- Analyze donor data to identify trends and improve engagement outcomes.

**And other duties as assigned*

QUALIFICATIONS

- Bachelor's degree in nonprofit management, communications, business, or an equivalent combination of relevant education and experience.
- Three to five years of experience in donor relations, fundraising, or nonprofit development.
- Proven success in managing donor portfolios and securing philanthropic gifts.
- Strong communication, interpersonal, and public speaking skills.
- Familiarity with donor management systems.
- Passion for hunger relief and community service.
- Ability to travel throughout the Food Bank's service area as needed, with occasional out of town and overnight travel required.
- Ability to work flexible hours, as needed, occasionally outside of regular business hours for special events and to support fundraising efforts.
- Possession of a valid driver's license and insurable driving record.
- Ability to successfully complete a pre-employment criminal background investigation and drug screening.

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel and speak and hear. The employee frequently is required to stand or sit, walk, and reach with hands and arms. The employee is occasionally required to bend, stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds.

Specific vision abilities required by this job include the ability to regularly read from a computer or electronic device, and to frequently operate a motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions during work-related travel. The noise level in the work environment is usually moderate.