

**Job Title:** Donor Engagement Manager

**Reports to:** Executive Director

**Location:** Devon, PA; hybrid

**Employment Type:** Full-time with some flexibility, Exempt

## About Us

SpeakUp! is a nonprofit committed to fostering honest conversations between teens and adults to build stronger relationships and strengthen emotional well-being. Over the past 25 years, we've reached over 35,000 students and families through school and community-based programs in the Greater Philadelphia area and New Jersey.

## Position Summary

The Donor Engagement Manager will be the organization's first full-time development team member, responsible for strengthening donor relationships and engagement, identifying and pursuing new donors and sponsors, and supporting fundraising strategies and systems that sustain and grow our impact. This role is ideal for someone who excels at interacting with supporters, sharing SpeakUp!'s mission and impact, and building enduring relationships.

## Key Responsibilities

### *Donor Engagement & Stewardship*

- Build and manage a portfolio of individual donors, corporate sponsors, and foundations
- Design and implement personalized stewardship plans and touchpoints
- Support donor meetings with the Executive Director, including preparation and follow-up
- Track donor interactions and ensure timely acknowledgments and updates
- Assist with grant writing and reporting

### *Events & Experiences*

- Assist with 25th Anniversary event planning and execution
- Develop post-anniversary donor event strategy
- Help coordinate site visits for donors and prospects
- Attend select SpeakUp! Events and Programs to build donor relationships

### *Partner with the Strategic Project Manager on Communications & Campaigns*

- Craft donor communications strategy
- Generate ideas for content that highlights donor impact
- Provide relevant donor information for the Annual Report and donor-facing materials
- Launch an Alumni Connection program to cultivate the next generation of donors

### *Data & Systems*

- Build donor profiles to inform donor engagement
- Maintain accurate donor records (DonorPerfect and CiviCRM)
- Identify and track fundraising and engagement metrics
- Generate reports for management and the Board to inform strategy and assess progress

### *Community Outreach*

- Represent SpeakUp! at select community and school events
- Build a community presence and develop partnerships with local organizations and businesses
- Drive donors and potential donors to SpeakUp!'s social media, podcast, website, and relevant content

## **Qualifications**

- Commitment to the mission and values of SpeakUp!
- At least five years of experience in development and fundraising, including donor stewardship
- Bachelor's degree
- Commitment to supporting diverse and inclusive communities and the ability to initiate, develop, and sustain relationships with diverse stakeholders
- Strong written and verbal communication skills
- Ability to manage multiple priorities and deadlines with attention to detail
- Comfortable working independently and collaboratively in a team environment
- Experience with CRM tools (e.g., DonorPerfect, or similar)
- Experience working with schools or education-focused nonprofits (preferred)
- Ability to work a flexible schedule, including periodic nights and weekends, for SpeakUp! events, partner events, or individual donor availability

## **Compensation & Benefits**

- Salary \$65,000, commensurate with experience
- Health, dental, and vision insurance
- Generous PTO and paid holidays, including the office closing between Christmas and New Year's Day
- Flexible work environment

## **To Apply**

Please send a resume and cover letter outlining your interest and qualifications to [hrdem@speakup.org](mailto:hrdem@speakup.org). Applications will be reviewed on a rolling basis.