

Position Deleted on 12/31/2019.

Donor Relations Manager

University of Alaska Fairbanks

Fairbanks, AK

Type: Full-Time

Posted: 11/29/2019

Category: [Development and Fundraising](#)

Job no: 514093

Classification: Administrative Generalist 4

Grade: Grade 77

Work type: Staff Full-time

Administrative Unit: University of Alaska Fairbanks

School/Business unit: UAF KUAC

Location: Fairbanks

Categories: Administrative/Personnel, Communications/Public Relations/Marketing



Duties:

Fiscal Management/Procurement: Assists the Assistant General Manager/Director of Development & Outreach and FM in the planning and management of the annual operating budget for KUAC's Development department. Tracks budgets and purchasing. Calculates and analyzes budget projections for current and future years. Negotiates basic contracts with service vendors required by annual operating plan. Creates systems to track donor premiums for ordering and fulfillment. Creates reports for management using data gathered from various sources. Essential

Manages donor recognition and stewardship plan for KUAC public broadcasting donors. Coordinates, drafts, and implements annual giving solicitations, and annual and major gift acknowledgments. Creates prospective donor reports from available data. Creates, implements, and maintains annual giving and major donor recognition and stewardship activities. Establishes and maintains benefits (tangible and intangible) for

each giving level for KUAC donors. Essential

Serves as a primary contact for donors of KUAC. Composes stewardship and recognition correspondence. Creates segmented donor data queries to effectively solicit annual, prospective, and additional gifts for KUAC. Coordinates internal and collaborative mailings for appeals, invitations, donor education, and general information. Compiles confidential donor information, reports, and forms in order to maintain donor stewardship, solicitation, and recognition calendar. Works in conjunction with Assistant General Manager/Director of Development & Outreach and FM to establish priorities for KUAC Development Coordinator. Essential

Other duties as assigned. Essential

A brief summary of the two major responsibilities includes the following:

- Serves as the primary contact for donors of KUAC. Composes stewardship and recognition correspondence. Creates segmented donor data queries to effectively solicit annual, prospective and additional gifts for KUAC. Coordinates internal and collaborative mailings for appeals, invitations, donor education, and general information. Compiles confidential donor information, reports, and forms in order to maintain donor stewardship, solicitation, and recognition calendar.
- Manages donor recognition and stewardship program for KUAC public broadcasting donors. Coordinates, drafts and implements annual giving solicitations, and annual and major gift acknowledgements. Creates prospective donor reports from available data. Creates, implements and maintains annual giving and major donor recognition and stewardship activities. Establishes and maintains benefits (tangible and intangible) for each giving level for KUAC donors.

Knowledge/Skills/Abilities:

- The following are required for this position: Strong commitment to and understanding of customer service and ability to relate appropriately to all audiences; demonstrated understanding of the importance of donor confidentiality; excellent communications and organizational skills; understanding of computer database and logic concepts (i.e. how to construct a query); project management; ability to manage and control inventory; strong understanding of fundraising and stewardship practices for donor relations. Fiscal management, budgeting, budget monitoring, and expense and revenue projections.
- Other preferred knowledge, skills or abilities for this position include the following: Willingness to travel for training and adjust hours as necessary to meet donor relation and recognition needs. Ability to interpret and negotiate vendor contracts. Confidentiality of donor information.
- This position is critical to the future of KUAC development, as the organization switches from a reactive record keeping operation to a proactive "donor-centered" community organization. Under the Donor Relations Manager, donor records will be considered a tool for fundraising, and this position will be responsible for making the best use of this vital information. This person must have the utmost integrity, as donor confidentiality will become the highest priority as KUAC moves forward. To ensure accurate and timely donor stewardship through an organized communication plan and regular gift acknowledgment based upon public broadcasting's overall case for support.

Required Experience:

- The minimum level of experience necessary to perform the essential functions of this position is at least three years of progressively responsible office/administrative experience.

Typical Education or Training:

- High school graduation and at least three years of progressively responsible office/administrative experience or an equivalent combination of training and experience is required.

This position requires a broad knowledge of donor stewardship practices and strong computer skills. Associates degree preferred.

This is a full-time, [Grade 77](#), minimum \$21.59 hourly, DOE, 12-month position complete with a competitive salary and [UA employee benefits package](#). This position is open until filled with the initial application review taking place on **December 13, 2019**. To ensure your application is considered, apply by 11:55 pm, 12/12/2019. Applications received after this date may not be considered. Applicants needing reasonable accommodation to participate in the application and screening process should contact the UA Human Resources office at 907-450-8200.

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Affirmative Action Statement:

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination

Public Disclosure Statement:

Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act.

University of Alaska is a Drug Free Workplace.

Probationary Period:

Pursuant to University Regulation 04.07.020, new employees of the University are employed in an at-will probationary status for the first six months of employment. During the probationary period, employment may be terminated for no reason or any reason. Promoted employees also serve a probationary period with limited rights of retreat.

Training Policy:

It is the policy of the University of Alaska that all employees are required to attend training to meet the requirements of the positions they hold and to complete the required training within a specified period of time to remain employed at UA.

Contact Information: If you have any questions regarding this position, please contact University of Alaska

HR at 907-450-8200.

Related Searches:

[Development and Fundraising](#)

Donor Relations Manager

Requisition Number:514093

JUSTIFICATION AND COMMENTS

Type of action requested: New Position

Reason for request: Recruitment

Recruitment Reason: Resignation

REQUISITION INFORMATION

Job No: 514093

Position number: Admin Generalist 4

Position No.: 407805

Working Title:* Donor Relations Manager

Position type: Staff Full-time

Appointment Type: Full time

Appointment Type: Term-Funded

Recruitment process:* DNU-UAF Staff Recruitment Process

This position performs supervisory duties?: No

This position is a Second Line Supervisor?: No

This position acts as a lead for employees?: No

Lead or supervisory duties are ____?: Incidental

This position is a time sheet approver?:* No

MAU:* University of Alaska Fairbanks

Division:* UAF Chancellor

School:* UAF KUAC

Department:* KUAC FM Radio Operations

TKL:* T280

KUAC

Team:* UAF-KUAC FM Radio Operations

Job Location:* Fairbanks

Name: Fairbanks

Suburb:

State: Alaska

Hours per Pay Period:* 80

Contract Length (Pay Periods Per Year):* 26

CIPC (Faculty Only): --

Classification: Administrative Generalist 4

Classification title: Administrative Generalist 4

Occupational Title Code: 43-9061

GeoDiff Area:* [0%] Anchorage-Fairbanks-Juneau-Girdwood-Eagle River-Kenai-Soldotna-Ketchikan-Sitka-Palmer-Wasilla-C...

Grade:*	Grade 77
	Minimum \$ 21.81
FLSA Exemption Status:	Non-Exempt
Full Time or Part Time?:*	Full-time

JOB DUTIES

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40	Manages donor recognition and stewardship plan for KUAC public broadcasting donors. Coordinates, drafts, and implements annual giving solicitations, and annual and major gift acknowledgments. Creates prospective donor reports from available data. Creates, implements, and maintains annual giving and major donor recognition and stewardship activities. Establishes and maintains benefits (tangible and intangible) for each giving level for KUAC donors.	Essential
40	Serves as a primary contact for donors of KUAC. Composes stewardship and recognition correspondence. Creates segmented donor data queries to effectively solicit annual, prospective, and additional gifts for KUAC. Coordinates internal and collaborative mailings for appeals, invitations, donor education, and general information. Compiles confidential donor information, reports, and forms in order to maintain donor stewardship, solicitation, and recognition calendar. Works in conjunction with Assistant General Manager/Director of Development & Outreach and FM to establish priorities for KUAC Development Coordinator.	Essential
15	Fiscal Management/Procurement: Assists the Assistant General Manager/Director of Development & Outreach and FM in the planning and management of the annual operating budget for KUAC's Development department. Tracks budgets and purchasing. Calculates and analyzes budget projections for current and future years. Negotiates basic contracts with service vendors required by annual operating plan. Creates systems to track donor premiums for ordering and fulfillment. Creates reports for management using data gathered from various sources.	Essential
5	Other duties as assigned.	Essential

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Typical Experience:

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Required Education or Training:

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This position requires a broad knowledge of donor stewardship practices and strong computer skills. Associates degree preferred.

Advertising summary:*

KUAC FM/TV is the public broadcasting station serving Alaska's Interior, located at the University of Alaska Fairbanks. We are recruiting a Donor Relations Manager who serves as the primary contact for KUAC donors and manages KUAC's donor recognition and stewardship program.

Advertisement text:*

Generate Description

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Training Policy:

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Contact Information: If you have any questions regarding this position, please contact University of Alaska HR at 907-450-8200.

POSITION REQUIREMENTS

Physical demands:*

- ☐ Balancing
- ☒ Climbing
- ☒ Crouching/Stooping
- ☒ Feeling/Handling
- ☐ Pulling/Pushing
- ☒ Repetitive movement
- ☒ Speaking
- ☐ Standing
- ☐ Walking/Running
- ☐ None
- ☒ Carrying
- ☐ Crawling
- ☐ Driving
- ☒ Keyboarding
- ☐ Reaching
- ☒ Sitting
- ☐ Squatting
- ☒ Twisting/Bending
- ☒ Writing

Environmental and Hazardous Conditions:*

- ☐ Animals/Wildlife
- ☐ Close/Cramped Quarters
- ☐ Disease
- ☐ Electrical Hazards
- ☐ Fire Hazards
- ☐ Indoor Temperature Extremes
- ☐ Moving Machinery/Heavy Equipment
- ☐ Noise
- ☐ Radiation
- ☐ Vibration
- ☐ Weather Extremes
- ☐ Chemicals
- ☐ Darkness/Poor Lighting
- ☐ Dust/Fumes
- ☐ Explosives
- ☐ Heights
- ☐ Mechanical Hazards
- ☐ Near-Continuous Use of Video Display Terminal
- ☐ Pathogens
- ☐ Traffic
- ☐ Violence
- ☒ Normal Office Environment

Additional Physical Demands:

--

Lifting Demands:

Up to 50 pounds

Frequent Travel:*

No

Travel Procard:*

No

Department Procard (non-travel):*

No

Will this position work with minors?:*

No

SEARCH COMMITTEE

Search committee chair:*


Gretchen Gordon
Email address: gcgordon@alaska.edu

Search committee members:

Recipient

No Search committee member selected.

SELECTION CRITERIA

 There are no items to show

BACKGROUND CHECK INFORMATION

Background Check Package:*

UAF

Education Verification:

☒ Yes ☐ No

Employment Verification:

☒ Yes ☐ No

Professional License & Certification:

☐ Yes ☒ No

Driving Duties Required:

☐ Yes ☒ No

E-Verify:

Yes

No

HEADCOUNT MANAGEMENT

Positions:

	Position no	Type:	Applicant	Application status
1	407805	Replacement	<u>Ashley Holloway</u>	Offer accepted, post-hire form complete

LABOR DISTRIBUTION

Fund:	361511
Org:	61264
Percentage 1:	80
Fund 2:	361508
Org 2:	61284
Percentage 2:	20
Fund 3:	--
Org 3:	--
Percentage 3:	Select

RECRUITMENT

Date Position Vacant:*	Nov 23, 2019
Date opened:*	Nov 27, 2019
Application Review Date:	Dec 13, 2019
Date Closed:	Dec 31, 2019
Expected Hire Date:	Jan 5, 2020
Visa Sponsorship:*	<div><div><div></div>Yes</div><div><div></div>No</div></div>
Internal Applicants Only:*	No
Type of Recruitment:*	Regular Recruitment

If requesting a Direct Appointment, Emergency Hire, Temporary, Casual Labor, or Seasonal Rehire, please upload justification documents to the Notes tab and email note to your Talent Acquisition Specialist.

Posting Location:*	Fairbanks
Advertising Funding Source:	--

Before submitting the Job Card, please include Pre-Screening Questions, Intermediate Screening Questions, and Interview Questions.

APPROVAL QUEUE

Talent Acquisition Specialist:*	Rhonda McKay
	<u>Email address: rlmckay2@alaska.edu</u>

Time Sheet Approver:

Gretchen Gordon

Email address: gcgordon@alaska.edu

Supervisor:*

Gretchen Gordon

Email address: gcgordon@alaska.edu

Approval process:*

UAF Requisition Approvals (1 Approver)

1. Supervisor/Unit:	Gretchen Gordon	✔	Approved Nov 26, 2019
2. Talent Acquisition Specialist:	Rhonda McKay	✔	Approved Nov 27, 2019

Human Resources Coordinator:*

Milton Sawyers

Email address: mlsawyers@alaska.edu

Status:*

Filled