



## Donor Relations Manager | Job Description

### Honor the Earth

We are an Indigenous led organization fighting to dismantle settler-colonialism, racial capitalism, white supremacy, and imperialism by investing in our communities to resist exploitation, withstand crises, and prepare our future generations to lead us towards a sovereign future.

We envision a future rooted in Indigenous sovereignty and lifeways, where all Peoples live in right relationship with Mother Earth and each other. We are committed to creating a world that is just and equitable for generations to come.

### Donor Relations Manager

The Donor Relations Manager will lead Honor the Earth in maintaining relationships with our existing donor base and to cultivate relationships with new prospective donors over time. This role will work collaboratively with the organization's leadership, development team, and other staff to manage our donor relations in a strategic way to support all of Honor the Earth's work.

### Position Details

This role is a **Full Time Position** averaging 40 hours of work per week between 9 and 5 MT. This is a salaried position.

**Reports to:** Development Director or Senior Management Team

**Salary range:** \$70,000 - \$80,000 DOE

**Location:** Remote

#### Benefits:

- Health, vision, and dental insurance
- 401K savings plan
- Vacation and Sick Leave

- Supplemental time off to support staff in cultural practices, major life events, etc.
- Wellness Benefit
- Home Office Benefit (partial coverage of phone and internet)
- A people-centered organization

## **Responsibilities**

- Develop and maintain relationships with Honor’s existing donors and work to identify new potential donors to support the organization’s work
- Support Honor the Earth’s leadership and the Development Director to develop the organization’s short term and long term fundraising strategies, goal setting, and work to implement plans that maintain and grow Donor giving
- Compile rigorous information about donors to build profiles and understand their specific interests in supporting Honor the Earth
- Measure and monitor donor retention rates and recommend strategies and tactics to retain donors
- Collaborate with the communications team to craft public and targeted communications that foster donor relations
- Track organizational campaign timelines and funding needs
- Collaborate with the finance team as needed for reporting and compliance
- Attend all required staff meetings
- Occasional travel for staff events and donor meetings
- Openness to learning about other facets of the organization’s work and being cross trained to support other projects as appropriate
- Other duties as assigned

## **Qualifications**

- 3-5 years of demonstrated successful fundraising experience with high-net-worth donors
- Excellent written and verbal communication skills
- Ability to build authentic and trusting relationships with Honor’s donors and stakeholders
- Ability to treat all donor information with high degree of confidentiality
- Ability to work independently and collaboratively within a team
- An understanding of, and a passion for, Honor the Earth’s mission and vision
- Interest in ongoing political education to deepen your understanding of Honor the Earth’s campaign work and priorities

## **To Apply**

Submit a resume, cover letter, and 2 references to our HR Department at [HR@honorearth.org](mailto:HR@honorearth.org)  
Please write the position title and your first and last name in the subject line.