Donor Relations Coordinator

Position Title: Donor Relations Coordinator  
Location: Remote (Dallas, TX)  
Reports to: Director of Development & Strategic Partnerships, Outreach & Events  
Travel: Approximately <25%

About True Legends Foundation:
True Legends Foundation is a 501c3 nonprofit organization certified in the State of Texas. Our mission is to inspire youth and families by igniting, challenging, and expanding expectations in academics, life skills, and health & wellness. In our first year, we had over 2,500 volunteer hours which is equivalent to $62,353 of service contributions. As of today, we’ve almost reached 45,000 volunteer hours which means over $1.2 Million service contributions. We are determined to stay focus in community outreach and education in 2022. Volunteers and interns are the lifeline of our organization, and it is through our community partners and sponsorships that we are able to make such an impact for youth and families throughout the year. Please view our website at www.truelegendsfoundation.org to learn more about our programs and community impact, or follow us on Instagram @truelegendsfoundation.

Summary of Responsibilities: The Donor Relations Coordinator is a part-time, unpaid internship that reports directly to the Director of Development & Strategic Partnerships. The Donor Relations Coordinator is responsible for developing and implementing engagement and fundraising strategies to enhance and grow revenue and current and prospective donors. The Donor Relations Coordinator also provides administrative assistance to Philanthropy department, with a focus on office and donation support, effective record management and reporting, donor stewardship efforts (acknowledgements, printed material inventory, prep materials for donor meetings). As necessary, the Donor Relations Coordinator will assist volunteers on special projects. Paramount to this position is the ability to work with a high degree of independence, and juggle various projects at once, while maintaining a clear view of how each project supports the organization’s mission.
Responsibilities:

- Manage information tracking processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current donors and members to enhance their relationship with True Legends Foundation and increase the likelihood of continued contributions.
- Create and/or design social media profile content.
- Assist with final reports for grants and other writing needs.
- Attend virtual meetings and potential community events.
- Discover donor companies’ corporate social responsibility and/or workplace giving objectives, identify opportunities that align with the mission statement of True Legends Foundation, and work with staff to create engagement initiatives and opportunities.
- Work with Development Director to create solicitation and year-round engagement strategies to retain current and attract new donors.
- Maintain physical donor communication materials and inventory of general development team supplies.
- Provide general clerical support.
- Answer general development phone inquiries.
- Provide professional assistance and interaction with donors (via phone, virtual, and face-to-face).
- Provide support when acknowledging appropriate financial and in-kind donations by correspondence.
- Support True Legends Foundation team to generate development reports from database (sponsors, major donors, individuals, lapsed donor, etc.).
- As appropriate, provide prospect research for Executive Director and Development Director.

Qualifications & Experience

- Ability to convey a high degree of commitment and passion for mission of True Legends Foundation.
- Excellent written and oral communication skills that are effective with a diverse range of audiences including board members, volunteers, internal staff, donors, executives, potential funding partners and all constituencies.
- Ability to maintain a high level of confidentiality.
- Exceptional understanding of philanthropy as it relates to the not-for-profit organization and a wide and deep knowledge of fundamental disciplines of resource development.
- The ability to work independently and as part of a team; detail oriented, well organized, focused and goal oriented, with a high level of initiative and energy, as well as problem solving skills.
- The knowledge and ability to create, execute and/or support, and oversee a comprehensive donor acknowledgement and recognition plan, including advising on complex and carefully orchestrated cultivation events and programs for the major donors.

Preferred Requirements:

- Proficient in Microsoft Office, including Word, Excel and PowerPoint
- Excellent verbal, written and digital communication skills

Internship Benefits: Recommendation letter, Student Bio or Professional Resume, potential course credit hours (approval based on University/College Department). Responsibilities and/or intern focus flexible to accommodate credit requirements.

How to Apply: Qualified candidates can apply on Handshake or submit their resume with a cover to Development Director, Shalon Sanders via email at truelegendsfoundation@gmail.com