

**50**  
YEARS  
1973-2023

**RAINBOW  
RESOURCE  
CENTRE**

**Job Posting: Donor Relations Manager – 6 month term**

*Rainbow Resource Centre nurtures inclusive spaces for the 2SLGBTQ+ community to thrive.*

**Job title:** Donor Relations Manager

**Title of Immediate supervisor:** Director of Development

**Position Mandate:** Reporting to the Director of Development, the Donor Relations Manager provides administrative support for Rainbow’s corporate, foundation and individual giving streams. They will assist with donor communication, maintaining the donor CRM and support the development and implementation of a donor stewardship program.

As a key member of the Development team, the Donor Relations Manager possesses planning, organizing, communication and creative skills to provide administrative and coordination to support the development team.

The successful candidate will develop a keen knowledge of all Rainbow Resource Centre programs and impact and foster strong relationships with our donor base.

**Key Responsibilities**

- Data entry including but not limited to gifts, donor information, program and stakeholder data.
- Oversee the quality, integrity and accuracy of all information and gifts entered into the CRM database.
- Import & export data, setting data entry standards, trouble shooting, assisting with communication integration.
- Assist in coordinating donation coding records; recording inclusion or exclusion in direct mail packages as required, including type, attributes, and constituency codes.
- Support key stewardship mailings (digital and direct) donor communications, and donor touch points.
- Assist in preparing gift agreements and acknowledgements, reports, pledge reminders, invitations, and other communications.
- Identify and create meaningful experiences for donors and increase engagement with Rainbow Resource Centre.

**P: 204.474.0212 TOLL-FREE: 1.855.437.8523**

*545 Broadway, Winnipeg, MB R3C 0W3*



# RAINBOW RESOURCE CENTRE

- Work closely with the Director of Development on donor stewardship activities and ensure smooth day-to-day implementation of stewardship initiatives.

## **General Accountabilities**

- Attend all staff meetings, participate in 2SLGBTQ+ knowledge sharing and community building events.
- Complete relevant administrative functions and documentation (i.e. time sheets, educational requests, vacation requests, incident reports, and expense accounts).
- Actively participate in relevant meetings, projects, forums, and community committees.
- Other related duties as assigned and negotiated with management.

## **Education**

- Post-secondary education in fundraising, business, marketing & communications, humanities or an equivalent combination of education and experience.

## **Knowledge, Skills, and Experience**

- 2-3 years of experience with fundraising or community relations.
- Experience working in a not-for-profit setting.
- Experience working with the 2SLGBTQ+ community.
- Demonstrated understanding of heterosexism, cissexism, and other oppressions and how they impact individuals, families, institutions, and communities.
- Experience in database management; utilizing a fundraising database system in a not-for-profit environment is considered an asset.
- Strong computer skills including a high level of proficiency in Microsoft Office tools.
- Excellent organizational skills including the ability to identify priorities, work independently and meet deadlines.
- Proven ability to communicate effectively both verbally and in writing.
- Ability to exercise decisiveness and good judgment in situations requiring the evaluation of information to reach creative solutions.

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**Working Conditions:**

Working hours are generally Monday to Friday from 9:30am to 5:00pm. Some evening and weekend work may be scheduled in advance. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers health, dental, and employee assistance plan benefits.

**Salary and Benefits:**

Salary Range: \$48,750-\$54,641 per annum

**How to Apply:**

Rainbow Resource Centre encourages applications from applicants who identify as part of the 2SLGBTQ+ community and also identify as Indigenous, Black, a person of colour and/or a person with disabilities.

Rainbow Resource Centre is strongly committed to building a team that reflects the community that we serve. If there are way we can remove barriers to the application process, please let us know and we will work with you to meet your needs.

Please submit cover letter and resume to the attention of:

Liana Lutz,  
Finance & HR Manager  
Rainbow Resource Centre | 545 Broadway, Winnipeg, MB R3C 0W3  
lianal@rainbowresourcecentre.org

Deadline to apply: November 28<sup>th</sup>, 4:00 pm

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**WWW.RAINBOWRESOURCECENTRE.ORG**