

**LOUISIANA BAR FOUNDATION
DEVELOPMENT DEPARTMENT
POSITION DESCRIPTION**

POSITION: Donor Services Manager

STATUS: Non-Exempt

REPORTS TO: Chief Operations Officer/Associate Executive Director

POSITION SUMMARY: Under the direction of the COO/AED, coordinates and manages donor communications, engagement, services and events, and oversight of the donor database.

PRIMARY RESPONSIBILITIES:

- Plans and implements all organizational events; serves as onsite logistics personnel for all fundraising and special events for the organization.
- Serves as primary staff liaison to the Membership Subcommittee, managing Fellow volunteer opportunities and engagement and assist volunteers with the recruitment efforts of potential new Fellows. Supports an effective statewide volunteer network.
- Serve as primary staff liaison to the Gala Subcommittee, managing the nominations process, coordinating all event vendors, oversight of all auction items, assisting with sponsorships and ticket sales.
- Serve as primary staff liaison to the Kids Chance Committee, coordinating scholarship recipient sponsorships, fundraising events, and other scholarship recipient support efforts.
- Coordinates LBF award programs including Boisfontaine, Calogero, Distinguished, Horn Blower and President's Awards.
- Supervises the maintenance of development records, recognition, acknowledgements, and all related correspondence. Prepares queries and produces lists and reports from the database including prospect research reports and member and donor recognition lists.
- As a member of the Development Department staff, represent the LBF at networking events to aid in recruitment and volunteer engagement efforts, and provide support of the statewide volunteer network, including the identification of volunteer leadership.

QUALIFICATIONS:

- Event planning experience
- Excellent organizational skills and attention to detail
- Proficiency with database software and word processing; donor software a plus
- Excellent interpersonal skills and ability to work well with a team
- Positive attitude, flexibility, punctuality, accuracy
- Ability to meet deadlines, strong multi-tasking skills essential.