

Job Title: Donor Relations Manager  
Organization: Bridgeport Rescue Mission  
Location: Bridgeport, CT  
Reports to: Director of Development  
Employment Type: Full-time, Exempt  
Salary Range: \$65,000.00 to \$75,000.00 negotiable, commensurate with experience and qualifications

### **About Bridgeport Rescue Mission**

Bridgeport Rescue Mission (BRM) is a faith-based nonprofit organization dedicated to combating poverty, hunger, homelessness, and addiction throughout coastal Connecticut. We provide hot meals, groceries, shelter, addiction recovery, job training, and spiritual care to those in greatest need—with compassion, dignity, and hope. Bridgeport Rescue Mission takes pride in creating employment opportunities for individuals to continue to grow their careers and achieve individual development goals. This Director of Development position will provide the opportunity to manage the Development of financial goals for Bridgeport Rescue Mission.

### **Position Summary**

The Donor Relations Officer (DRO) will play a vital role in advancing Bridgeport Rescue Mission's vision by cultivating and stewarding relationships with major/middle level donors who want to make a significant and lasting impact on the lives of struggling families in Connecticut.

This position requires an experienced, motivated, and persuasive fundraising professional who is committed to the Mission's faith-based values and service to the community. The DRO will build and manage a portfolio of major donors/middle donors that generates sustainable annual revenue to support BRM's programs.

The ideal candidate is an excellent communicator, skilled at presenting BRM's case for support in a compelling and authentic way, and able to develop strong, trust-based donor relationships.

#### **Essential Duties & Responsibilities**

##### **Donor Cultivation & Stewardship**

- Build, cultivate, and steward strong relationships with current and prospective donors.

- Increase annual giving levels from existing donors and acquire new major and middle donors.
- Create, plan, and execute an annual donor cultivation plan utilizing BRM's portfolio system and permission-based asking technique.
- Implement the donor cultivation plan; provide weekly progress updates and portfolio metrics to the Director of Development.
- Ensure timely and thorough follow-up after donor interactions.
- Prepare written proposals, reports, and donor communications.
- Accurately track donor activity in the BRM database (DonorPerfect).
- Identify opportunities, anticipate challenges, and proactively connect donors with appropriate BRM programs.

### **Presentations & Engagement**

- Prepare and deliver compelling presentations to individuals, churches, businesses, and foundations.
- Host cultivation and solicitation visits, including tours of BRM facilities.
- Plan and host small donor engagement events (e.g., coffees, lunches, dinners, or other gatherings) that align with cultivation strategies and team objectives.

### **Events & Campaigns**

- Take lead responsibility for planning and delivering one special event annually.
- Support BRM's large-scale annual events and banquets by securing corporate partners, donor participation, and volunteer engagement.

### **Collaboration & Representation**

- Maintain and communicate a thorough knowledge of BRM programs and services.
- Establish credibility and represent BRM with professionalism, maturity, and poise.
- Collaborate closely with BRM staff and development colleagues to advance team goals.
- Represent BRM at community functions and church events to broaden visibility and strengthen donor relationships.
- Proactively identify and leverage opportunities to increase awareness of BRM within the community.

## Qualifications & Skills

- Bachelor's degree preferred.
- Minimum of 1-3 years of experience in fundraising, development, or a related field.
- Demonstrated success in cultivating and stewarding donor or partner relationships, with knowledge of donor cultivation strategies; familiarity with planned giving vehicles is a plus.
- Exceptional interpersonal and relationship-building skills.
- Excellent written and verbal communication abilities, with the capacity to inspire, persuade, and build trust.
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Outlook); experience with DonorPerfect or similar donor database systems preferred.
- Ability and willingness to travel throughout the region to attend donor visits and events

## Additional Requirements

As part of the BRM team, the Donor Relations Officer will be asked to:

- Sign the **BRM Statement of Faith & Ministry Principles Acknowledgement** (Section VIII, Appendix B).
- Commit to following the guidelines outlined in the **BRM Employee Handbook** (Section VIII, Appendix A).

## Benefits Include:

- Competitive salary
- Health, dental, and vision insurance
- Paid vacation time
- Retirement plan option

## To Apply:

Please send your resume and a thoughtful cover letter describing your interest in the role and relevant experience to [KMoales@brmct.org](mailto:KMoales@brmct.org).

This is NOT a remote position.

Job Type: Full-time

## Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance

- Paid time off
- Retirement plan
- Vision insurance

**This is not a remote position.**

Please forward resume to [humanresources@brmct.org](mailto:humanresources@brmct.org).