



Position Description

OVERVIEW

Job Title: Donor Relations Manager
Classification: Non- Faculty
FLSA Status: Exempt
Supervisor: Director of Advancement

SUMMARY

Manages and organizes all grant applications and reports. Prepare communications, compelling proposals, writing content for the website, marketing materials, internal communications, annual report and anything else related to marketing or funding, and ensuring compliance with funding regulations. Work with Director of Advancement to ensure an up to date donor mailing list and database, to include preparing gift acknowledgment letters. Work schedule will reflect meeting the requirements under the essential job functions and will be determined by the Director of Advancement.

ESSENTIAL JOB FUNCTIONS

- Proven grant writing experience with a track record in achieving or exceeding annual goals for fundraising and grants through corporate and foundation giving and grant proposals.
- Demonstrated track record of success in increasing money raised through fundraising and grant awards.
- Successful grant writing experience is critical. Experience interacting with a wide variety of clientele (executive leadership, staff, parents and donors).

- Complete grant reporting within the guidelines from each founder and work with CFO and others in finance.
- Maintain and keep update records of all funding opportunities and all grant history.
- Experience working with external partners.
- Ability to meet deadlines, track, and monitor scheduling and planning activities.
- Ability to work independently, exercise judgment, make reasoned decisions, and multi-task.
- Finding funding opportunities for The Winston School of San Antonio.
- Research deadlines, and interpret and understanding of grant application guidelines and requirements.
- Ability to write, edit, and proofread grant proposals.
- Ability to work effectively in and foster a team environment to develop and maintain confidences.
- Collaborate with program and finance staff to gather information.
- Advanced proficiency with Google applications.
- Understanding of the federal, state, local, and private funding landscape.
- Assist the Director of Advancement with donor and grant research as needed.
- Assist with other advancement department duties as assigned.
- Assist Director of Advancement in tasks related to events such as set up, décor, etc.
- Writing content for The Winston School website. Working with Director of Advancement and Director of Information Technology for all updates and website site needs.
- Responsible for website updates as assigned by the Director of Advancement.

RESPONSIBILITIES OF EVERY WINSTON EMPLOYEE

- Provide students with positive reinforcement and positive redirection in accordance with *Winston's Employee Handbook*.
- Agree to uphold the mission of The Winston School San Antonio.
- Maintain strict confidentiality of all student and family information and documents in accordance with HIPAA and FERPA.
- Abide by all requirements, policies, and standards of conduct as stated in the *Winston Employee Handbook*, *Winston Family Handbook*, and job offer letter.
- Maintain appropriate accreditation data for current accrediting agencies, including but not limited to ISAS.
- Participate in team meetings, Professional Development, and In-Service training.

- Maintain certification credentials and licensing as appropriate.
- Take all necessary precautions to protect the safety of staff, students, and families; equipment; materials, and the facility.
- Perform other duties as assigned, including chaperoning, participation on field trips, assisting with and/or participation in school special events (such as Field Day, Athletic Banquet, Annual Alumni event, school dances, etc.), and other activities or tasks, that may include evenings and weekends, not listed in this job description but requested by Supervisor, Director, or Head of School.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree or equivalent experience in Business, Marketing, Public Relations, or related field.
- A minimum of three years of grant writing experience with nonprofit organizations.
- Outstanding organizational and presentation skills and exceptional written and oral communication skills.
- Proficient in MS Office Suite and Google Suite.
- Proven experience with creating and maintaining databases and/or other donor programs.
- Able to work effectively as a member of an interdisciplinary team.
- Able to lift, move, or transport equipment and/or furniture weighing up to twenty pounds across campus to various classrooms and events.
- Able to work evenings and weekends, as needed.
- Able to work in outdoor weather conditions.
- Ability to read, write and converse in English.
- Ability to communicate with staff, families, vendors, donors and others.
- Ability to respond to telephones and other auditory stimulation.
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).

HOW TO APPLY

- Interested candidates should send their resume and cover letter to Dawn Hooker, Director of Advancement at dhooker@winston-sa.org.