

NATIONAL SCHOOL CHAPLAIN ASSOCIATION

*Partner Relations Manager

Job Description

NSCA is seeking a candidate whose primary role is to establish consistent communication with established donors.

This is a full-time position hybrid position in which you will work part-time remotely as well as set office hours.

Responsibilities

- Maintain accurate records in the Customer Relations Management System (CRM).
- Prompt handling of inquiries and for resolving communication and transaction issues with donors. Foster relationships with mid-range donors.
- Continually update CRM database with the most recent donor information
- Work with other department leaders to create and run unique reports depending upon the department goals.
- Establish a process for Special acknowledgments to constituents for important dates including birthdays, anniversaries, deaths, etc.
- Create a monthly donor program, recruit new and lapsed reoccurring donors.
- Act as point of contact for staff regarding all troubleshooting in the CRM including training.
- Continually find ways to automate systems and processes to create more points of contacts with constituents in the database.
- Support Chief Development Officer with funding proposals/ grants and other administrative tasks as needed.

Education and Experience

- Associate' degree or higher or 2-5 years of previous work experience in marketing, or non-profit org(s)

Qualifications

- Effective communication skills, including public speaking. Bi-Lingual, is a plus.
- Excellent time management skills and can prioritize tasks.
- Ability to work independently as well as with groups.
- Exceptional attention to detail.
- Ability to manage multiple projects at once; strong ability to multitask.
- Superb problem-solving talents to address constituent needs.
- Ability to build relationships easily.
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Word) & Social Media platforms
- Excellent communication skills, both written and verbal; and social

*This position is a **supported raised** role (not a direct-hire **job**), so the future employee must develop a team of partners who provide financially for his/her full salary and benefits. We provide training, resources, and coaching to help reach their financial support goals.