



Donor Engagement Manager

Lead donor engagement initiatives that help welcome the world to Iowa. The Donor Engagement Manager is responsible for planning, organizing, and executing the Iowa International's fundraising including, annual fund, special events, grants & proposals.

Iowa International Center is looking for a **Donor Engagement Manager** to help ignite its fund development and donor services initiatives. This position works closely with the Executive Director, carries out fundraising plans and oversees donor relations programs. We're looking for non-profit professional with a strong background in fundraising and a passion for global community.

Primary Job Functions:

The Donor Engagement Manager is responsible for planning, organizing, and executing the Iowa International's fundraising including, annual fund, special events, grants & proposals.

Core responsibilities include:

- Work closely with executive director and Board on philanthropy goals, plans and budget
- Secure financial support from individuals, foundations and corporations
- Manage the implementation of donor software (data entry and gift processing)
- Develop and maintain ongoing relationships with donors
- Creating and executing a strategy for engaging a large sustained base of annual individual donors
- Overseeing coordination of special events, including Passport to Prosperity

In addition, the position helps implement communications for the organization, especially as it relates to philanthropy and donor engagement. This position helps coordinate communications across digital, social media, print and other platforms to meet organization goals.

Core communications responsibilities include:

- Oversee communications on multiple platforms: web site, social media, events, print, media
- Create campaign to reach attendance and sponsorship goals for special and educational events, including Passport to Prosperity



Experience: 3-5 years in non-profit philanthropy or donor engagement, non-profit management experience and/or or related business leadership experience

- Proven track record of building relationships with donors, knowledge of Des Moines-area donor community a bonus
- Track record of raising funds for program and operations with multiple donor groups
- The ideal candidate will have experience in event planning and marketing
- Proficient using Microsoft Office products [emphasis on Word, Excel and PowerPoint]
- Excellent written and verbal communication skills
- Demonstrated excellence in organizational, managerial, and communication skills
- Experience with Salesforce a bonus

Iowa International Center offers a comprehensive benefits package, including health, dental, Life & ADD, holidays and PTO (Paid Time Off)

Work Status: Full time with weekend/ evening hours as needed

Travel: Position requires local travel

Reporting: Reports to the Executive Director of the Iowa International Center

To Apply: Please submit your resume and cover letter (by email or mail) to Patricia Grote, Executive Director, Iowa International Center, 3839 Merle Hay Road, Suite 259, Des Moines Iowa, 50310 or pgrote@iowainternationalcenter.org.

IIC is an equal opportunity employer.

We envision a Global Community, welcoming the world to Iowa and Iowa to the world. The Iowa International Center was formed in 1938 by a group of volunteers to assist immigrants fleeing war in Europe. Our commitment to creating pathways to prosperity and enriching lives continues today through the educational and cultural resources we offer residents, immigrants, refugees, and international visitors in Iowa. The overarching impacts of our programs are in providing economic and cultural leadership, which make Iowa a global and welcoming place to live and work.