



HOLOCAUST
CENTER *for*
HUMANITY



Educate. Inspire. Take Action.

Donor Relations Officer

The Holocaust Center for Humanity teaches tolerance and citizenship through universal lessons of the Holocaust and genocides.

The Donor Relations Officer secures funds for the Center by managing assigned, qualified donors and prospects, assuring deeper engagement and securing new, upgraded, multi-year, and legacy giving.

The successful candidate will find it rewarding to help donors fulfill their passions and interests by giving to Holocaust Center for Humanity. He/she will communicate with confidence, will write and speak eloquently, and will work collaboratively and strategically to maximize philanthropy.

The Donor Relations Officer will

- Qualify and set individual goals for identified caseload of donors and prospects, including stewardship and giving plan
- Carry out the plan on a timely basis to retain and upgrade giving
- Understand organizational and project budgets and goals
- Work with directors and development committee develop offers, proposals, and ask plans that will be used to secure gifts
- Report back regularly to Director of External Relations regarding activity and performance
- Oversee and liaison with grant writer
- Perform other major donor and related activity as required

Full time: Must be willing to travel. As needed, work weekends and evenings. Must have car and current Washington State driver's license.

Please email resume, writing sample, compensation requirements, and three references to Karen@HolocaustCenterSeattle.org or mail to Karen Chachkes | Holocaust Center for Humanity | 2045 Second AVE | Seattle, WA 98121.