



## **Middle Donor Outreach**

### **Description**

Our nonprofit organization is seeking a Middle Donor Outreach to join our team. As a Middle Donor Outreach, you will be an integral part of our development team, responsible for cultivating and managing relationships with donors who contribute at the middle-donor level. You will be responsible for developing relationships with these donors, building a pipeline of prospective middle donors, and managing communications with this group to help them understand the impact of their contributions.

The successful candidate will have a proven track record in nonprofit fundraising, with experience in donor relationship management, marketing, and communications. They will be comfortable working in a fast-paced environment and have a passion for making a meaningful impact through their work.

### **Responsibilities**

- Execute outreach strategies to reach out to potential mid level donors, via phone, emails and social media
- Make profiling of each potential donors with details
- Build relationships with active middle donors and manage relevant communications to deepen their engagement with the organization
- Execute tailored appeals, recognition, and stewardship efforts to ensure ongoing support from middle donors
- Maintain accurate records of interactions with donors and assist with the development of strategic fundraising plans
- Develop written materials including campaign proposals, marketing copy, and donor communications (emails and letters)
- Assist in planning and execution of middle donor events
- Collaborate with supporter care team for resolving donor queries
- Assist middle donor team for development of regular reports and monitoring, for the channel

### **Requirements**

- Bachelor's degree in a mass communications, marketing, public relations
- At least three years of experience in customer/donor relationship management, fundraising, marketing, digital marketing
- Strong written and verbal communications skills in Bahasa Indonesia and English
- Experience in writing, creating proposals

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- Experience with fundraising database management and reporting
- Experience in event planning and coordination
- Demonstrated ability to work independently and as part of a team
- Passion for the mission and goals of the organization
- Open to travel within Indonesia region