



JOB DESCRIPTION

INFORMATION

Job Title: Donor Relations Manager

Department: Development

Reports To: Sr. Donor Relations Manager

Status:

Part Time (20-29 hrs./week)

Classification

Non-exempt (hourly)

Effective Date:

August 15, 2025

SUMMARY

The main responsibilities of the Donor Relations Manager are to cultivate donor partnerships and ensure the accuracy and relevance of TMAI's donor information. The position will require 20-29 hours per week. The Donation Relations Manager will help TMAI fulfill its responsibility of providing funds to its member schools by caring for and engaging current, lapsed, and prospective donors.

ESSENTIAL FUNCTIONS

- 1) Donor Care and Cultivation
 - a) Manage donor communications to enhance donor engagement and retention, including thank you calls, personalized messages, impact reports and special updates, and responding to donor questions, requests and prayer needs.
 - b) Create, coordinate and implement appreciation program for recurring donors and communications campaign for lapsed donors. Analyze effectiveness and refine as needed.
 - c) Write scripts for coordinated ministry-wide call campaigns, train school administrators on donor relationship cultivation process.
 - d) Send donors cards and gifts for occasions such as anniversaries, birthdays, and condolences.
 - e) Meet in-person with local donors, as possible and appropriate.
 - f) Keep up to date on TMAI developments to provide current information to donors.
- 2) Administrative and Ministry Tasks
 - a) Run and analyze reports from different systems to interact with donors more intelligently.
 - b) Attend one 2-hour staff meeting each week and other meetings, as needed.
 - c) Represent TMAI at donor and ministry events.
 - d) Occasionally set appointments with major donors for the Senior Vice President of Strategic Partner
- 3) Database Management
 - a) Manage donor database by updating donor information, keeping donor profiles current and accurate, monitoring donations and working with staff to resolve issues.
 - b) Set follow-up dates in donor database and ensure that proper follow-up has taken place.
 - c) Act as liaison between TMAI Communications and Development teams and our CRM (Salesforce) consultant to improve user interface for Salesforce.

QUALIFICATIONS

Minimum requirements to be considered for this position:

- Outgoing and people-oriented person who enjoys helping people invest financially in Kingdom work and thrives in a fast-paced, flexible environment.
- Detailed and prompt; Analytical; Proactive and self-motivated.
- Proficient in Microsoft Word. Prefer experience in Excel, Outlook, and database systems.
- Passionate about world missions.
- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Community Church and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Education: Bachelor's degree preferred.
- Experience: 2- 5+ years working in an office environment preferred.
- Have computer proficiency and in-depth knowledge of Microsoft Office.
- Excellent oral and written command of the English language is required.
- Exercise confidentiality, good judgment, and discernment.
- Reading and comprehending correspondence is imperative.

WORKING CONDITIONS

General working conditions for this position:

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Location: Primarily in office with opportunity to work remote part-time

BENEFITS

- Pay Range: \$22-\$25/hour (based on experience and skill level)
- 40 Hours of Paid Sick-Time/year
- Paid Holidays
- Participation in TMAI's 403(b) retirement plan with matching contributions up to 6% (Optional)
- Job-Essential Equipment and Software

APPLICATION PROCESS

How to Apply:

Interested candidates should submit their resume with cover letter to hr@tmai.org. Please include "Donor Relations Manager – [Your Name]" in the subject line.

(By applying for this position, you acknowledge that you agree with ['What We Believe'](https://www.tmai.org/about-us/what-we-believe/) as found on our website. <https://www.tmai.org/about-us/what-we-believe/>)

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