

Donor Communications & Special Events Manager

The Salvation Army, an internationally recognized non-profit, faith-based organization, has an opening for a Donor Communications & Special Events Manager for the Central Oklahoma Area Command, located in Oklahoma City, OK.

Job Summary

Plans, develops, implements, administers, and evaluates events for Central Oklahoma Area Command. Plans, supervises, and participates in the preparation and execution of all events. Plans, manages, and executes all donor related communications such as mailers, phone calls, and direct messaging. Communication platforms may include print and digital media. Good judgment must be used in regard to communications and events, ensuring the details align with The Salvation Army practices and mission.

Essential Functions

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Events (45%)

Develops, plans, and conducts appropriate events/programs in support of Central Oklahoma Area Command.

Plans, develops, coordinates and monitors all details associated with production of special events. Identifies necessary resources, equipment & personnel, plans event schedules.

Plans, develops, supports, and implements strategies for event sponsorships; provides event information to CRD team to assist in capturing event funding.

Develops operating budgets for all events.

Attends Salvation Army events and special meetings, per request.

Community Relations/Donor Acknowledgement (40%)

Manages the acknowledgement process for all special donor giving; Produces all acknowledgements accurately and in a timely manner to ensure fast delivery of acknowledgments; Ensures content reflects current victories and priorities associated with the gift. Provides other ad hoc acknowledgments as necessary.

Reviews and configures all lists on a weekly basis; develops personalized acknowledgement content when necessary. Drafts all acknowledgement templates and refreshes templates on regular basis.

In conjunction with Director of Development, participates in the development of comprehensive annual donor stewardship plan.

Serves as project lead on managing in-house mailing and donor list reviews.

Participates in and supports the execution of any donor-related events, which may include assisting with invitation lists, tracking responses, and supporting event execution and follow-up.

Ensures thank you calls to donors are completed on schedule; this would include, but not limited to volunteer phone calls, staff personal cards, and donor gifts.

Assists with coordinating the Christmas activities, i.e., toy drives and other Christmas related events.

Serves as a back-up for professional photographs of activities at Salvation Army locations.

Ensures that all requested information from donors and potential donors is provided in an accurate, timely, and professional manner with clarity and works to keep data clean.

Assists in the planning stages for special community awareness events during National Salvation Army Week, Home Energy Aid month, and coat/fan drives.

Administrative & Financial (10%)

Ensures timely entry of donor data into Interchange; Manages data base to maintain clean data. Ensures donor data is flagged appropriately and updated regularly.

Creates and tracks invoices needed as related to all events and sponsorships.

Manages various online services as associated with donors and events.

Other Responsibilities (5%)

Performs other related work as required

Materials and Equipment

Personal Computer Photocopy Machine Phone/Voice Mail System
Digital Camera General Office equipment Computer-based photo editing software

Knowledge, Skills, and Abilities

Knowledge of The Salvation Army mission and philosophy

Knowledge of principal and practices of corporate and special event funding

Skill in writing copy for donor acknowledgement letters.

Skill in using computer programs for publishing and creating documents

Skill in organizing details and multi-tasking

Ability to handle all necessary donor correspondence

Ability to communicate effectively with staff, board, communities, and donors

Ability to meet critical deadlines while managing simultaneous projects

Ability to remain calm and organized when facing numerous deadlines and priorities

Ability to maintain the confidential nature of personnel related information.

Ability to be flexible and have the assertiveness to have innovative ideas.

Ability to understand and manage budgets

Ability to read, write, and communicate the English language.

Ability to sort and file documents alphabetically and numerically.

Ability to operate various general office equipment including a telephone, computer, digital camera.

Education and Experience

Bachelor's degree from an accredited college or university in Marketing, Journalism, Public Relations, or Communications and two to three years progressive experience working in

fundraising, marketing, public relations, special events and marketing field
Or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Experience preferred in Adobe Suite Software, specifically Photoshop

Certifications/Licenses

Valid State Driver's License

Physical Requirement

Ability to meet attendance requirements.

Duties are usually performed standing or walking.

Limited amount of physical effort required associated with walking, standing, lifting, and carrying light objects (less than 25 lbs.)

Working Conditions

Work is performed in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

Additional Comments:

All employees recognize The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, please go to Indeed and apply: [Salvation Army Jobs, Employment in Oklahoma City, OK | Indeed.com](#)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled