

Title:	Donor Engagement Associate
Reports To:	Director of Development
FLSA Status:	Nonexempt: Full-Time, Hourly

Overview:

The Donor Engagement Associate plays a key role in supporting the daily operations of the Development department while fostering meaningful donor relationships and driving innovative engagement opportunities. This position is responsible for implementing digital fundraising strategies, supporting donor communications, assisting with development operations and donor acknowledgements, and coordinating donor-focused events. As a collaborative partner, this role helps drive organizational success by aligning development initiatives with company goals, expanding donor pipelines, and enhancing the overall donor experience.

Essential Duties and Responsibilities (Note: Other duties may be assigned)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Digital Strategy & Fundraising

- Assists in developing and implementing digital strategies to increase online donor engagement and giving.
- Researches and recommends new tools and technologies to improve the giving process, including mobile-friendly options, text-to-give, and alternative payment methods.
- Collaborates with the Marketing team to create engaging content that inspires donor support and highlights organizational impact.
- Monitors and analyzes online fundraising campaigns to identify opportunities for growth.

Development Operations

- Supports the donor acknowledgment process, ensuring timely and personalized recognition of contributions.
- Partners with the Box Office and Finance teams to improve processes related to donation tracking, add-on ticket donations, and donor qualification.
- Helps maintain accurate donor records and generates reports to support decision-making.
- Assists in preparing development-related materials for internal and external use.

Donor Engagement & Events

- Works with the Development team to oversee and analyze donor pipeline opportunities, with a focus on younger demographics (Gen Z and Millennials).
- Develops and recommends strategies to engage new and diverse donor audiences.

- Supports donor engagement events such as monthly gatherings, meet and greets, and donor information opportunities.
- Assists in messaging and case-for-support materials to strengthen donor communication.

Collaboration

- Builds strong working relationships across departments to align development activities with organizational goals.
- Represents the Development team at events and in the community as needed.
- Promotes inclusive and engaging donor experiences consistent with the Honeywell Foundation mission and our core values.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear communication and in building relationships.
- **Confidentiality and Integrity:** Handles sensitive information with discretion and professionalism.
- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Project Management:** Experienced in leading projects, managing resources, and meeting deadlines.
- **Decision-Making and Problem-Solving:** Strong judgment in resolving complex issues.
- **Tech-Savvy:** Advancing in Microsoft 365 and leveraging technology for productivity.
- **Industry Knowledge:** Stays current on trends and best practices to drive innovation.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

Bachelor's degree and experience in nonprofit management preferred, fundraising/philanthropy, communications, marketing, business administration, arts administration, or related field.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Office environment.
- Utilizing an office desk – sitting, reading, listening or speaking with the ability to move intermittently throughout the day.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.

Other Requirements

Position may require overtime including limited evening hours.