



Dunham+Company®

Cause+Effect

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office 469 454 0100 fax 888 224 3364

Donor Advancement Services Manager

Job Description

Do you have a passion for serving clients and working with amazing people towards a common goal? Are you able to thrive in a fast-paced environment? If so, Dunham+Company (D+C) is looking for a Donor Advancement Services Manager like you! As a member of this team, you will support the fundraising and marketing efforts of our clients out of the Plano, TX office by providing client relations and project management oversight to a portfolio of clients; all to ensure the customer experience for all assigned clients is upheld to the highest standards.

About Dunham+Company

Dunham+Company is a multinational Christian organization that provides strategic planning, marketing, fundraising, communications, media, and advertising support globally for Christian media ministries, cause-based ministries, radio and TV stations, and churches.

We design custom, integrated fundraising, communications, and constituency development programs that help partners create Kingdom impact—because we believe the mission drives everything.

At Dunham+Company, we don't rely on syndicated fundraising programs built on a "rinse and repeat" philosophy. Instead, we use our vast fundraising and marketing experience to innovate. We never stop learning and adapting, striving to lead, not follow, in our industry.

Our partners and team members also can count on us to not only deliver on our promises but to also provide the highest quality service. We do it right or not at all.

Job Responsibilities

- + Understand, embrace, and integrate the Dunham+Company philosophy and underlying theology of fundraising into your approach to client relations.
- + Reflect the Dunham+Company commitment to a superior customer experience by ensuring that clients are served in a timely and professional manner.
- + Produce client meeting updates, own the scheduling and agenda's for all client meetings, oversee and ensure all programs and projects meet client expectations in alignment with D+C strategic intent, and advocate for clients within the D+C ecosystem to ensure timelines are maintained.
- + Work directly with writers and designers to ensure produced copy, field resources, and any design elements incorporate strategic integrity for maximum impact.
- + Guide conversations and provide recommendations in accordance with strategic direction provided by the Chief Strategist for Donor Advancement.
- + Traffic all client projects through internal process at Dunham+Company, to ensure quality control and timely turn times for delivery.
- + Work with the Chief Strategist of Donor Advancement to ensure the requests of Dunham+Company clients are handled in an efficient manner.
- + Oversee management of data requests between clients and any third-party companies providing a service to Dunham+Company or client.
- + Liaison with assigned clients as directed and as required to effectively complete projects.
- + Work with the internal account teams to oversee the integration of versioned mid-level and major gift strategies within the overall multi-channel communication plans.
- + Handle other duties as assigned.

Job Qualifications & Requirements

Passion for Kingdom Impact ministry and active engagement and service in a non-profit. Uphold and honor our mission and Dunham Way character attributes.

- + College graduate.
- + Excellent people skills and the ability to build relationships at all levels.
- + Strong communication skills—both verbal and written.

- + 3+ years of project/account management, marketing, and/or fundraising experience.
- + A working knowledge of the non-profit space. (preferred)
- + Experience with implementing new ideas and strategies.
- + Foster a spirit of unity and teamwork, pursue integrity, and enter every engagement with a service mindset.
- + Passionate about assisting a Christian organization to fulfill its vision.

Reports To

Erik Rogers, Chief Strategist for Donor Advancement

We Offer

- + Employment with a purpose
- + Competitive salary
- + Medical/dental/vision benefits
- + Paid time off
- + Paid holidays
- + IRA match

To apply: Please send your resume to HR@DunhamandCompany.com