

February 25, 2026

## **Donor Engagement Manager**

**Catholic Charities, Diocese of Covington**

Full-Time • Exempt

Reports to: Director, Donor & Volunteer Engagement

Supervises: Donor Engagement Specialist

### **Position Summary**

The Donor Engagement Manager strengthens donor relationships and supports fundraising efforts through stewardship, donor engagement, event coordination, and data management. This role supervises the Donor Engagement Specialist and collaborates closely with the Communications & Marketing Specialist to ensure donor-focused messaging and effective appeal support.

The ideal candidate is mission driven, relational, organized, and comfortable working in a Catholic nonprofit environment.

### **Key Responsibilities**

#### **1. Leadership & Supervision**

- Supervise and mentor the Donor Engagement Specialist.
- Oversee stewardship and data workflows to ensure accuracy and a positive donor experience.
- Support the Director in setting team goals and improving processes.

#### **2. Donor Stewardship & Relationships**

- Manage a portfolio of small–mid-level donors through personalized outreach.
- Build relationships with parishes, volunteers, and community partners.
- Prepare materials to support major donor engagement.
- Coordinate donor appreciation efforts and identify prospects for deeper involvement.

#### **3. Annual Giving & Fundraising Operations**

- Support annual appeals, seasonal campaigns, and parish fundraising initiatives.
- Assist with segmentation and targeted outreach strategies.
- Ensure accurate acknowledgments, recurring gift processes, and donor data management.
- Provide donor insights to inform retention and engagement strategies.

#### **4. Events & Community Engagement**

- Plan and support donor events, program tours, and parish activities.
- Oversee event logistics, RSVPs, materials, and follow-up.
- Represent the organization at public and parish events.

#### **5. Donor Database & Reporting**

- Oversee CRM accuracy, documentation, and data integrity.

- Generate reports and donor lists to support strategy and appeals.
- Ensure compliance with acknowledgment standards, IRS requirements, and data privacy policies.

## **6. Communications & Marketing Support**

- Provide donor stories, impact examples, and program information.
- Draft brief donor-facing content as needed.
- Review donor lists and support logistics for mailings and stewardship materials.

## **Qualifications- Required**

- Bachelor's degree or equivalent experience.
- 3+ years of experience in donor relations, fundraising, or nonprofit development.
- Supervisory experience.
- Strong relationship-building, communication, and administrative skills.
- Comfort working in a Catholic environment.
- CRM proficiency and strong attention to detail.
- High integrity and discretion with confidential donor information.

## **Qualifications-Preferred**

- Experience in a Catholic nonprofit or parish setting.
- Knowledge of stewardship and annual giving practices.
- Event or volunteer coordination experience.
- Public speaking experience.
- Familiarity with digital engagement tools.

## **Personal Qualities**

- Mission driven, warm, and relationship centered.
- Collaborative leadership style.
- Strong initiative and follow-through.
- Comfortable representing the mission in faith-based settings.

## **Schedule & Physical Requirements**

- Occasional evenings and weekends for events or parish activities.
- Local travel for donor visits.
- Ability to assist with event setup and stewardship materials.

## **To Apply**

Please submit your resume, cover letter, salary history, and at least three references to: Shannon Braun — [sbraun@covingtoncharities.org](mailto:sbraun@covingtoncharities.org)

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