

Manager, Donor Relations

Reports To:	Executive Director
Direct Reports:	
Current Classification:	Full-Time, Exempt
Approved By:	
Revision Date:	October, 2025

JOB SUMMARY:

The Donor Relations Manager is responsible for developing and executing comprehensive strategies that ensure the financial sustainability and growth of CelticMKE. This role involves cultivating relationships with donors and sponsors, managing campaigns, and identifying new funding opportunities across individual, corporate, and foundation sectors.

Working closely with the Executive Director, Board, and staff, the Donor Relations Manager leads efforts to strengthen the donor pipeline, expand community partnerships, and align volunteer engagement with the organization's philanthropic and cultural goals. The ideal candidate views volunteers as vital contributors within a broader ecosystem of supporters—including donors, ambassadors, and partners—who collectively advance CelticMKE's mission and impact.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Fund Development

- Develop and implement an annual fundraising plan, including individual giving, sponsorships, grants, planned giving and endowment initiatives.
- Cultivate and steward relationships with donors, sponsors, and community partners to grow annual, major, and recurring giving.
- Collaborate with the Executive Director, Board, appropriate Committees, Staff and Volunteers to identify, cultivate, and solicit prospective donors.
- Coordinate donor acknowledgment and recognition strategies, to ensure stewardship aligns with the organization's values.
- Plan and execute special fundraising campaigns, including annual giving appeals.
- Support grant research, writing, and reporting in collaboration with Executive Director, staff and volunteers.
- Maintain donor and sponsorship records through CRM systems; prepare regular progress and impact reports for leadership and board committees.
- Monitor and implement best practices to improve donor retention and engagement outcomes.
- Develop systems that transition individuals from involvement to long-term investment in the organization.

Volunteer Engagement (Strategic & Lifecycle Focused)

- Lead the development and implementation of an organization-wide volunteer strategy built in collaboration with heads of each line of business to ensure volunteer engagement supports CelticMKE's mission.
- Collaborates with Executive Director and staff to guide organization-wide strategies for volunteer recruitment, retention, risk management, and recognition.
- Oversee and develop giving profiles for the stages of the volunteer lifecycle, creating clear pathways for volunteers to become long-term advocates and donors.
- Analyze volunteer data and feedback to identify trends, evaluate strategies, and measure impact.
- Collaborate with staff to integrate volunteer participation into donor cultivation and stewardship efforts.

Collaboration and Administration

- Contribute to annual budgeting and goal-setting for development across all lines of business.
- Partner with marketing staff to align messaging across donor and volunteer communications.
- Serve as staff liaison for Donor Relations to appropriate Committees.
- Represent CelticMKE at community and partner events to build visibility and support.
- Ensure ethical and compliant practices in all fundraising and volunteer-related activities.

The above list reflects the general details necessary to describe the principle and essential functions of the position and shall not be construed as the only duties that may be assigned for the position.

COMPETENCIES:

Collaboration: Builds partnerships with donors, sponsors and volunteers, creating an open and honest environment that advances the mission and revenue goals

Trust: Delivers clear, consistent, and mission-driven communications that foster trust and loyalty.

Collaboration & Teamwork: Works effectively across departments, committees, and volunteer teams to achieve collective outcomes.

Project & Process Management: Manages multiple initiatives efficiently, ensuring accountability and results.

Analytical Thinking: Uses data and insights to inform engagement strategies and improve retention.

Adaptability: Thrives in a dynamic environment balancing long-term strategy with day-to-day execution.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Nonprofit Management, Communications, Marketing, or related field (or equivalent experience).
- 3–5 years of experience in fundraising and relationship-based program management.
- Proven success in donor cultivation and stewardship
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills with attention to detail and deadlines.
- Proficiency with donor and volunteer management software (CRM).
- Ability to work occasional evenings and weekends, particularly during Milwaukee Irish Fest and other key events.
- A valid U.S. passport and Wisconsin driver's license required.

PREFERRED QUALIFICATIONS:

- Experience in a nonprofit or cultural organization.
- Knowledge of Celtic culture, Irish music, or festival/event-based operations.
- Experience integrating volunteer and donor data systems or CRM platforms.

PHYSICAL DEMANDS:

- Ability to perform physical demands of the position: stooping, bending, climbing and lifting up to 25 pounds with frequency, upon occasion.
- Independent mobility to travel and drive as needed.
- Ability to work long hours leading up to, and through the close of the festival.

The physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

How to Apply

To apply, please send your resume and cover letter to jobs@irishfest.com with the subject line Donor Relations Manager Application – Your Name.