**Job Description**

Position: Donor Communications Consultant

Reports to: Consulting Director

**Focus**

Work with clients and prospective clients to assist them in creating, building or enhancing their fundraising programs. This position is in the Memphis, TN headquarters of Sharpe Group. Sharpe Group also has staff located in Atlanta, Chicago, Nashville, San Francisco and Washington DC.

**Experience and Skills**

The successful applicant will have fundraising experience, with major and planned gift donor communications for a nonprofit organization.

Specific skills/experience required include:

* B.A. or professional degree in Marketing, English, Journalism, or related field of study.
* Experience with donor communications channels, communication content, graphic design and best communication practices. Experience with creating “the ask” and creating appropriate donor reply devices.
* Ideal candidates will have experience in both communications and development. Experience in print publications or product sales is a plus.
* Experience with communicating with a senior audience and experience of how charities’ communication plans can effectively reach that older donor constituency.
* Excellent communication, customer service skills, and social media skills.
* Good organizational and management skills excellent phone presence, an ability to prioritize and work independently with minimal supervision and the drive to maintain existing business and develop new business.
* A minimum of 3 years of experience in and/or exposure to donor communications about fundraising and major and planned giving opportunities.
* Experience with Customer Relationship Management software is helpful and with Microsoft Dynamics 365 a plus

**General Duties**

This full-time position partners with editors, graphic design, production and clients to enhance their fundraising effectiveness. Duties include customer service, marketing, coordinating with Sharpe’s Creative Services Team and coaching/mentoring charities staff on effective use of Sharpe communication tools and publication products.

**Specific Duties**

* Handles inquiries received via email, telephone, from Sharpe seminars and presentations at national, regional and local planned giving council meetings and marketing campaigns.
* Advises clients on their gift planning marketing strategy and assists in developing marketing plans.
* Works with Sharpe’s Creative Services team to produce informative gift planning copy and donor-centric marketing materials, including print and electronic media.
* Actively pursues new clients through leads and research including and within the Sharpe database.
* Work with a team of Sharpe technical consultants that answers questions about gift structuring options, donor-centric products and planned giving program services.
* Some travel is possible to appear at regional/national conferences or meetings and at Sharpe seminars to cultivate and expand business relationships for Sharpe Group.

**Additional Information**

Since 1963, Robert F. Sharpe & Company, Inc./Sharpe Group has helped ensure the financial security of thousands of Americas’ educational, healthcare, religious, social service and cultural nonprofits

* Sharpe Group educates client organizations’ staff and board members on current gift and estate tax laws, insurance and SEC regulations, and other information relevant to the field of fundraising.
* Sharpe Group coaches client staff on how to provide the most value to their missions from their donors.
* Sharpe Group creates custom major giving, planned giving and blended gifts communications materials so donors can include the charity in their financial and estate plans.
* Sharpe Group provides clients with comprehensive customized information, tools, educational materials and support, so their donors are continuously informed about the progress of their missions and the ways to plan and make gifts.

View our company website for a more comprehensive view of Sharpe Group and the clients we serve: [www.SHARPEnet.com](http://www.SHARPEnet.com).

**How to Apply**

Send resume and cover letter to Cindy Hatler, Director of Administration & Human Resources, cindy.hatler@SHARPEnet.com, 901-680-5300 x 5306.