

Second Harvest of Coastal Georgia is a leading hunger-relief organization serving 21 counties throughout Coastal Georgia. Based in Savannah and working with more than 240 nonprofit and faith-based partner agencies, we provide millions of meals each year to children, seniors, families, and individuals facing food insecurity. Second Harvest also operates an additional location in Brunswick, Georgia.

We are seeking a relationship-driven and highly organized **Donor Relations Manager** to join our Development team and help grow the philanthropic support that makes our mission possible.

Reports to: Director of Development

Salary Range: \$50,000–\$65,000, based on experience and qualifications

Schedule: Full-time, exempt; primarily Monday–Friday, 8:30 a.m.–5:00 p.m., with occasional evening and weekend events

Position Summary

The Donor Relations Manager supports Second Harvest’s fundraising strategy through donor cultivation and stewardship, fundraising campaigns, special events, community engagement, and effective management of donor information and contributions.

Reporting to the Director of Development, this position will manage relationships with individual, corporate, foundation, and community partners; identify opportunities to grow philanthropic support; and ensure donors receive an engaging, professional experience with Second Harvest. As the Development team grows, this position may supervise up to 3–4 team members.

The ideal candidate is an engaging communicator and relationship builder who is detail-oriented, self-motivated, collaborative, and comfortable managing multiple projects and priorities.

Key Responsibilities

- Cultivate, steward, and strengthen relationships with individual, corporate, foundation, and community partners.
- Work with Development leadership to implement fundraising strategies supporting annual giving, major gifts, corporate partnerships, foundation giving, campaigns, special events, and donor stewardship.
- Identify opportunities to engage new donors and increase support from existing donors and partners.
- Help plan and execute fundraising campaigns, donor activities, special events, and community engagement initiatives.
- Oversee accurate and timely processing and acknowledgment of charitable contributions and maintain accurate donor records.

- Support effective use of the donor database, including data integrity, donor tracking, reporting, and reconciliation with Finance.
- Assist with fundraising performance reports, donor and grant reporting, and collection of program impact information.
- Manage and grow participation in community fundraising campaigns and third-party fundraising initiatives.
- Collaborate closely with Development and Marketing & Communications staff on fundraising communications, donor outreach, events, and promotional activities.
- Build relationships with businesses, civic organizations, volunteers, and community groups to increase awareness and philanthropic support.
- Represent Second Harvest at community events, meetings, presentations, and donor activities throughout the region.
- As the team grows, provide supervision, support, and development to assigned staff.
- Maintain confidentiality of donor, prospect, and organizational information.
- Support organization-wide initiatives, including food distributions, disaster response, and other mission-related activities as needed.

Qualifications

- Bachelor's degree, preferably in nonprofit management, communications, marketing, business, social work, or a related field.
- 3–5 years of experience in fundraising, nonprofit development, donor relations, community relations, or a related area.
- Demonstrated experience building and maintaining relationships with donors, community partners, businesses, or other stakeholders.
- Experience with fundraising campaigns, donor stewardship, special events, and/or marketing and communications.
- Experience supervising employees or leading a team is preferred.
- Excellent written, verbal, interpersonal, and presentation skills.
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines.
- High level of professionalism, emotional intelligence, judgment, and attention to detail.
- Experience using donor management or CRM systems such as DonorPerfect, Raiser's Edge, Salesforce, or similar platforms strongly preferred.
- Advanced proficiency with Microsoft Office required; Adobe Creative Suite and WordPress experience preferred
- Familiarity with Coastal Georgia's philanthropic, nonprofit, business, and civic communities is a plus.

- Financial management, budgeting, direct mail, digital fundraising, or grant experience is a plus.

What We're Looking For

We're looking for someone who is passionate about Second Harvest's mission and enjoys building meaningful relationships with people. The successful candidate will be collaborative, resourceful, accountable, and comfortable working in a fast-paced nonprofit environment where priorities can change and teamwork is essential.

Salary Range: \$50,000–\$65,000, depending on education, experience, and qualifications.

To apply, please submit a letter of interest and resume to **amahoney@helpendhunger.org**.

Second Harvest of Coastal Georgia is an equal opportunity employer committed to building an inclusive workplace.