
327 Manitou Avenue
Manitou Springs, CO 80829



719-362-4600
www.HappyCatsHaven.org

Job Title: Donor Manager

Job Type: Part-time

Reports To: Executive Director

About Happy Cats Haven

Happy Cats Haven is a nonprofit rescue and adoption center for homeless cats and kittens in Colorado Springs. Our mission is to protect and rehome cats while educating the community about compassionate cat care. We believe every cat deserves a chance at a safe, happy life—and our team works tirelessly to make that happen.

Position Summary

Happy Cats Haven is seeking a dedicated and enthusiastic **Donor Manager** to lead our donor engagement and fundraising initiatives. This key team member will cultivate and maintain strong relationships with individual donors, corporate sponsors, and legacy givers to help achieve our fundraising goals. You'll manage donor communications, track donations, oversee the donor database, and coordinate planned giving programs—all while working closely with staff and committees to ensure donor activities align with our mission and values.

Key Responsibilities

- **Donor Relations:** Build and maintain meaningful relationships with individual and major donors through regular outreach, thank-you communications, and personalized engagement.
- **Donor Database Management:** Maintain accurate records of all donations and donor information in our donor database. Update preferences, generate reports, and ensure data integrity.
- **Corporate Sponsorships:** Identify, cultivate, and maintain relationships with corporate partners. Seek new opportunities for sponsorship and community partnership.
- **Planned Giving & Heritage Program:** Lead our Heritage Program by coordinating events and educational outreach for planned giving and legacy donations.
- **Collaboration:** Work closely with the Marketing & Events team to track donor engagement from campaigns and fundraising events.
- **Reporting:** Prepare and submit donation reports for board meetings and an annual donor summary report each January.
- **Uphold Our Values:** Demonstrate professionalism and respect in all interactions with donors, staff, volunteers, and community members.

Qualifications

- Passion for animal welfare and a commitment to the mission of Happy Cats Haven.
- Prior experience in fundraising or nonprofit development and customer service is highly desirable.
- Knowledge of databases and CRM systems.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and deadlines with attention to detail.
- Familiarity with social media, marketing platforms, and event tracking tools.
- Proficiency in standard office software and online communication tools.

Benefits & Work Environment

- Salary: \$15 per hour
- Part-time up to 20 hours per week
- Flexible hours hybrid office/home work options
- Supportive and passionate team culture
- Opportunity to make a direct impact in the lives of cats and the community

To Apply

Please submit your resume and a cover letter detailing your experience and why you're a great fit for this role to office@happycatshaven.org.

Join us in creating a brighter future for Colorado's cats—**one donor, one connection, and one life at a time.**