



The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization that manages the programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County adjacent to Bethesda and the Town of Glen Echo. The Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Glen Echo Park Partnership is dedicated to encouraging public participation in all that the Park has to offer.

The Glen Echo Park Partnership for Arts and Culture seeks a Donor Relations Manager to cultivate donor relationships and maintain full and accurate donor data in the donor CRM. This position assists with planning and executing donor events and the annual gala. It supports the Director of Development in implementing development and fundraising strategies to grow the Partnership's supporter base and donation revenue.

Job Title	Job Posting Date	Closing Date
Donor Relations Manager	Oct 9, 2025	Nov 3, 2025
Department	Reports to (Position)	
Development	Director of Development	

Job Type	Hours		FLSA Status	Pay Type	Salary Range
Regular ▾	Full-time ▾	40 hrs/wk	Exempt ▾	Salaried ▾	\$60,000 - \$68,000

Work Schedule and Hours

Regular work hours are 9:30 am to 6:00 pm from Monday to Friday. Some additional evening and weekend hours are required for events and meetings.

Benefits

- Paid time off: 10 days vacation in the first year, 7 holidays, 4 floating holidays, sick and safe leave
- 401K available after 12 months (up to 5% of salary matched, no vesting)
- Partial employer funded health plan offered (after 90 days)
- Long term disability insurance (option to participate)

Duties & Responsibilities:

Donor Management:

- Responsible for the management of all donor records in the CRM system for fundraising
- Manage donation processing, donor acknowledgements, and donor CRM maintenance, including maintaining accuracy of donor information
- Consolidate donation information from multiple databases to produce donor reports and generate mailing lists
- Reconcile donations with accounting staff on a quarterly basis
- Research and track information about our major donors
- Establish and manage information-tracking processes regarding acknowledgement, recognition, ongoing communications and continued cultivation of past and current donors

Member and Donor Cultivation:

- Manage and implement small to mid-size donors/members program, including promotion, solicitation, acknowledgement and renewal
- Network, solicit and follow up with current and prospective donors/members

Donor Events:

- Support the Director of Development and the Development Committee in planning and implementation of the annual spring gala by coordinating event logistics, tracking ticket sales, securing silent auction items, managing the auction database, and soliciting program ads

- Organize donor cultivation and stewardship events for members and donors
- Solicit in-kind donations for donor cultivation and fundraising events
- Design and produce invitations and signage for events and fundraising campaigns
- Provide staff support at annual Park events, as requested

Appeals & Grants:

- Write copy for fundraising appeals and emails in coordination with the Director of Development
- Support drafting of grant proposals

Board and Committees:

- Support logistics and attend Development Committee meetings (monthly) and in-person Board meetings (4-5 per year)
- Compile and distribute notes for Development Committee and Board meetings
- Perform other duties as assigned to support Director of Development

Performs other related duties as assigned

Supervisory Responsibilities

None

Required Skills & Abilities

- Proven experience working with a donor database or CRM software
- Proficient with Microsoft Office programs; design software such as InDesign or Canva
- Excellent organizational skills and attention to details
- Strong interpersonal and communication skills (written and verbal)
- Speak and understand English fluently to engage members and donors
- Ability to work independently

Education and experience

- Bachelor's degree or equivalent
- A minimum of 2 years experience in development, membership and/or event management

Physical and Other Requirements:

- Must be able to sit at a desk and work on a computer for prolonged periods of time.
- Must be able to lift and move objects in excess of 40 lbs.
- Must be able to walk or stand on your feet for long periods of time while working in a multi-facility environment with extensive park grounds and a variety of facilities both historic and renovated to assist with events. Many of the buildings have stairs.
- Must have reliable transportation to and from Glen Echo Park including during hours when public transportation is not operating.

To Apply

Email resume and cover letter to jobs@glenechopark.org with the subject line Donor Relations Manager.

Applicants may be asked to demonstrate their skills or ability to perform the tasks required for this position during the interview process. Employment is contingent on a criminal background check.

Equal Opportunity Employer

The Glen Echo Park Partnership for Arts and Culture is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status or on any status protected by federal, state or local law. Accordingly, as it relates to employment opportunities and in accordance with the law, The Partnership will provide reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should email jobs@glenechopark.org. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.