

## **Donor Relations Coordinator**

The Donor Relations Coordinator manages relationships with Speroway's donors, the donor database, and the donor acknowledgment process. This position also assists with fundraising communications, and provides donor research and analysis.

### **Donor Data Entry and Maintenance**

- Enters donations and donor data from checks, correspondence, and online transactions into donor database and maintains accurate hard copy and electronic files
- Prepares detailed donation reports
- Updates donor contact information to ensure current records are up-to-date
- Seeks new processes to increase the efficiency and efficacy of the donor collection and stewardship process

### **Donor Relations/Communications and Research**

- Makes outbound donor and constituent calls
- Analyzes donor information and gifts to identify fundraising opportunities and reports findings
- Explores capabilities of donor management system and shares this knowledge with staff
- Assist in research for funding opportunities and draft proposals as well as completing grant reports
- Creates acknowledgments, receipts, and notifications for donors on a timely basis
- Responds to donor inquiries (by email and phone) in a prompt and courteous manner
- Provides support in the creation and distribution of donor and volunteer team communications (electronic and print)

### **Other**

- Provide general office support and administration
- Coordinate special projects as assigned

*If interested, please email your resume and cover letter to [info@speroway.com](mailto:info@speroway.com).*