

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.