

Position Description <b>Donation Coordinator</b>	
Department: Philanthropy	FLSA: Non-Exempt
Reports To: Chief Phalanthropy Officer	Status: Part-time (20 hours)
Supervises: N/A	Updated: <i>January, 2024</i>
Salary Range: \$19.00-\$25.00/hour	

**JOB SUMMARY:**

The Donation Coordinator is an integral member of the GSHH Philanthropy team, supporting fundraising and development initiatives and bolstering organizational efficiency through utilization of Raiser’s Edge database. S/He is responsible for supporting donor relations, communications and filings.

**JOB RESPONSIBILTIES:**

- Generate pledge reminders and generate outstanding pledge reports.
- Set giving campaigns in Raisers Edge, including GiveSmart and/or other 3rd party vendor donation and event pages.
- Prepare reports/mailling lists/donor profiles as needed.
- Generate weekly giving report.
- Perform database clean-up regularly including the elimination of duplicate accounts & establishment of new donor records.
- Maintain database including integrity of donor and gift records through efficient and accurate database management in Raiser’s Edge (RE) and other platforms.
- Enter gifts/donations in a timely manner and produce donor acknowledgement communications.
- Monthly database reconciliation with finance to validate/maintain data accuracy and integrity.
- Input and code prospective donors and update existing donor records in database on a regular basis.
- Process and record incoming gifts and donations accurately and in a timely manner
- Ensure Compliance with Financial policies and procedures, legal requirements and donor restrictions when recording and allocating gifts
- Coordinate acknowledgements by generating receipts and thank you letters
- Scrutinize all gifts including gift matching, pledges and reconciling gift batches
- Perform other duties as assigned.

**REQUIREMENTS:**

- Associates degree or equiviliant education, training, certificaitons and or work experience
- Understanding of the purpose of fundraising in Not for Profit arena
- Demonstrated experience in data entry ensuring accuracy and timeliness
- Successful completion of a background check.
- Familiarity with donor software, ideally Raisers Edge or other CRM software.
- Strong technology skills and computer literacy.
- Strong PC skills; knowledge of Microsoft Office
- Knowledge of basic accounting helpful but not required.
- Ability to compose written materials at a professional level.
- Commitment to the Girl Scout’s mission.
- Successful completion of a background check.

**Skills**

- Substantial experience in Raisers Edge Database
- Knowledge of gift processing systems
- Strong knowledge of gift acceptance and guidelines

- Proficiency in donor data base usage CRM systems i.e. Salesforce
- CRM data entry experience, Raiser’s Edge experience preferred.
- Attention to detail, ensuring a high level of accuracy in data entry and record keeping
- Proficient in data analysis and reporting tools such as Excel.
- Must be well-organized, self-directed as well as a team player.
- Strong work ethic, unquestionable reputation for honesty and integrity.
- Must have the ability to maintain utmost confidentiality at all times.

**Physical Demands**

- Able to lift up to 25 lbs.
- Extensive time sitting and standing.

**Travel**

- Must be able to travel to other offices, possess own car and valid driver’s license, on an as needed basis.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

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**EMPLOYEE STATEMENT:**

I have reviewed the above job description as outlined and understand that I am responsible for all duties as outlined and other tasks as may be assigned. I understand that if I need accommodations to perform the essential functions of my job that I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

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Employee Signature

Date

*Girl Scouts Heart of the Hudson is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.*