

Development Operations Coordinator

JOB DESCRIPTION

Division: Advancement

Department: Development

Classification: Nonexempt, Hourly

Weekly Hours: Part-Time

Part-Time hours: 20 hours/week

Reports To: AED, Advancement

POSITION OVERVIEW

The development operations coordinator supports all development activities and strategies to achieve the organization's annual revenue goals. This position provides database, stewardship, grants and administrative support and is responsible for gift entry.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Job Function

Administrative Support: 10%

- Supports logistics for committee and team meetings
- Supports production of grant reporting materials under the direction of Grants Manager
- Assists in-house solicitations.
- Tracks event RSVPs.

Database and Gift Entry Support: 40%

- Performs timely and accurate data entry and acknowledgment of donor gifts into the CRM database.
- Processes monetary gifts and pledges in database with a high degree of accuracy including, but not limited to, one-time gifts, recurring gifts, soft credit gifts, employee giving gifts, corporate matching gifts.
- Records the proper coding of each gift, donor intent, donor acknowledgment preferences, and other relevant data in order to facilitate development reporting.
- Accesses multiple 3rd party portals/databases to retrieve and organize data to enter into the database.
- Runs reports and queries as needed.

Stewardship and Solicitation Support: 40%

- Prepares, reviews, and prints donor acknowledgement letters within two business days of receiving a gift.
- Assists colleagues in preparing proposals to individual, corporate, and foundation donors.
- Supports the generation of donor correspondence and coordinated in-house mailings
- With eye for detail, reviews donor lists and honor rolls.
- Acts as the first point of contact for donation inquiries, tracking, and acknowledgments.

Budget Reporting and Reconciliation: 10%

- Works closely with the finance department to ensure donation and accounting accuracy, and to reconcile fundraising and accounting data.
- With the donor relations and annual giving manager, works with the finance department to reconcile fundraising data each month.
- Acts as the liaison between 3rd party fundraising portals, database, and the accounting team's records to identify and rectify discrepancies using detail oriented, collaborative problem solving.
- Runs regular budget reports, including year to date, month to date, event totals, and general totals.

CORE COMPETENCIES

Commitment to Diversity

Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.

Commitment to Service

Responsive to the needs and requests of EFMN partners and participants. Extends courtesy, friendliness and overall respect to others.

Dependable

Reports to work promptly as scheduled. Prioritizes work to meet deadlines and consistently follows through on assignments.

Problem Solver

Envisions processes and methods to consistently achieve goals. Determines resources and structures most likely to deliver desired results, and actively demonstrates EFMN's core value of continuous improvement through developing refinements to procedures.

Initiative

Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.

Flexible

Adaptable and responsive to change. Able to respond to requests in a timely manner.

SUPERVISION EXERCISED

None

POSITION REQUIREMENTS

- Associate's degree with one year related experience or equivalent combination of education and experience
- High attention to detail and accuracy in all work.
- Impeccable organizational skills and proven success in roles requiring managing multiple projects with multiple constituencies.
- Utmost discretion with personal and confidential information.
- Ability to share responsibilities and work flexibly and collaboratively with a team of co-workers and supervisors.
- Computer proficiency, including Microsoft Windows and Google Workspace.
- Highly proficient with MS Office Suite and electronic communication platforms such as Zoom.
- Ability to adjust work hours as needed.

PREFERRED QUALIFICATIONS (Additional qualifications that may make a person even more effective in the role, but are not required for consideration)

- Experience entering gifts into a donor database and producing acknowledgment letters or experience in accounts payable.
- Experience with Salesforce or similar database software
- Experience working with Foundation and Grant funders, understanding of reporting requirements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit and/or stand for up to 8 hour periods of time.
- Ability to look at a computer monitor, utilize a keyboard and mouse or equivalent equipment for up to 8 hours per day.
- Ability to occasionally lift and/or move up to 15 pounds.
- Ability to occasionally stoop and kneel.

TRAVEL

Occasional travel within the 9 county metro area and greater Minnesota.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties, responsibilities, and requirements for this position.

This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The above statements are intended to describe the general nature and level of work performed by the staff member assigned to this position. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

_____ Date: _____
Employee's Signature

_____ Date: _____
Supervisor's Signature