



DONOR RELATIONS COORDINATOR

This position will work with our **Vice-President of Special Projects** to assist in executing our development plan that aligns with key areas of the organization's strategic plan. This position will help cultivate, steward, and expand the relationships between ASF and its donors by providing extraordinary service and appropriately maintaining and managing donor information.

Job Responsibilities

- Manage all gift acknowledgement and general correspondence, database management and maintenance, data analysis, and reporting; using Salsa CRM and Engage.
- Coordinate reporting from the donor database; providing timely and accurate reporting and monthly reconciliation.
- Create acknowledgments and receipts for donors according to standard operating procedures
- Coordinate virtual events, private donor events and other donor related activities
- Assist in the development and implementation initiatives for the acquisition of new donors
- Nurture existing donors for annual gifts; and identify opportunities to increase donation level through the Moves-Management philosophy.
- Assist with managing and implementing all donor acknowledgement efforts including recognition programs and monthly web page updates.
- Understanding the "best practices" of development principles as they pertain to annual giving.

Knowledge and Abilities

- Highly motivated, goal-oriented self-starter with the ability to prioritize and manage multiple tasks and responsibilities; a team player who can work independently and as part of a team.
- Maintain a professional and friendly relationship with colleagues, donors and external partners.
- Ability to effectively work in a demanding, fast-paced, and deadline-based environment.
- Able to efficiently develop and coordinate a variety of activities and programs, working effectively with other staff, volunteers, and donors.
- Excellent organizational skills and attention to detail, as well as the ability to manage time and adhere to deadlines.
- Excellent customer service skills
- Evidence of strong initiative, flexibility, and ability to complete tasks in a timely manner.
- Works independently and thrives in a results-oriented culture of accountability.
- Excellent written communication skills required.
- Ability and willingness to travel as needed.
- Willingness and ability to perform all other duties as assigned, including weekends and evenings as needed.

Experience

- Bachelor's degree in business, sales, communications, psychology, sociology, or other related field and/ or equivalent combination of education and experience
- 1-2 years prior experience in not-for-profit, development or philanthropy department preferred.
- High level of computer literacy, including Word and Excel, database management, and experience with fundraising software are essential, Salsa a plus.