



Donor Information Manager Position Description

Hours: Full-Time (40 hours per week),
Job Classification: Exempt Position
Reports to: Development Manager
Work Location: Duvall, WA

BACKGROUND:

Acres of Diamonds exists to help homeless women and their children discover the life they were created for. We believe that kids shouldn't be growing up on the streets, in cars, or couch surfing. We believe that when a Mom wants to make life change, she should have a safe place to do it. Acres of Diamonds is one of the few facilities in this area that serves women as well as children, and our services are in demand. Our outcomes are strong, and there is a need for more of the services we have to offer. Therefore, we are committed to increasing our capacity as well as adding new enhanced services over time.

POSITION SUMMARY:

This position is responsible for working with the Executive Director, The Better Fundraising Co. and the Development Manager to manage donor information and to monitor fundraising communications. The Donor Information Manager will ensure that the "voice" of Acres is delivered to the donor community. He/she is directly responsible for the accuracy, storage and reporting of donor related data as it relates to annual giving, capital giving and other fund development needs of the organization. This scope of work includes oversight and management of production schedules, social posts, and other electronic communications.

DUTIES & RESPONSIBILITIES:

Data Administration

The Donor Information Manager is the primary administrator for the donor database.

- Accurately input donor contact and giving data
 - Update donor profiles
 - Major donor gift and move tracking
- Run reports as needed including monthly summary reports and post fundraising event reports
- Maintain donor performance pro forma information

Administrative

Provide administrative support to the Development Manager.

- Schedule meetings, reservations, and manager calendars
- Meeting and report preparation

- Financial reporting, tracking for various projects, ROI, etc.
- Inventory

Communications

Under the direction of the Development Manager and in partnership with The Better Fundraising Co., this role is responsible for overseeing production schedules, impact and promotion calendars.

- Update communication and fundraising impact calendars
- Work closely with The Better Fundraising Company to make sure the voice of Acres is achieved in all communication pieces
- Make sure art, layout, images and other elements are correct and in order
- Drives and manages the writing needs of the fundraising department
 - Appeal packages including the letter, envelope, RD, RE, TY note, and receipt
 - Quarterly newsletters
 - Quarterly letter from the Executive Director
 - E-appeals
 - Cause marketing
 - Plans and posts social media
 - Plans and posts website content
- Supports the other marketing needs of Acres
- Develops and maintains relationships with press and media outlets.
- Responsible for administrating donor thank you's including mailings, calls and in person appointments.
 - After major events
 - Daily gifts
 - Gift receipts to match campaign
 - Annual receipt in January

Events

Under the direction of the Development Manager, this role will support various aspects of Acres special events.

- Vision meeting coordination, calendaring, initiations and follow-up communication
- Tour coordination and communication
- Provide key support to the Development Manager as that person prepares for speaking engagements, donor meetings and various presentations

REQUIRED QUALIFICATIONS

- Personal relationship with Jesus Christ and active in a Christian church
- Bachelor's degree in business, communications, marketing or related field
- A minimum of three years experience in a related field
- Exceptional communication skills - ability to communicate effectively both orally and in writing with staff, potential and current funders and community members
- Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds
- Display willingness and desire to contribute to the growth and success of an organization, with the ultimate goal of bringing glory to God

- Understanding of fundraising/donor database management and reporting (Donor Perfect experience preferred)
- Strong technical skills and literacy in Microsoft Office applications mandatory
- Experience working with publishing and graphics software preferred
- Experience working in a team environment
- Ability to work occasional evenings and weekends
- Must have a valid Washington Driver's license and reliable, personal transportation and personal automobile liability insurance
- Ability to lift up to 40 pounds on occasion
- Must pass criminal Background check clearance through the Washington State Patrol

Acres of Diamonds is a Christian 501© 3 organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.