

JOB DESCRIPTION

TITLE: DATABASE & STEWARDSHIP ASSOCIATE

REPORTS TO: CHIEF DEVELOPMENT OFFICER

SHIFT/HOURS: 8:30AM TO 5:00PM (Evening and Weekends when required)

STATUS: PART TIME/NONEXEMPT

SALARY: \$20-\$22 per hour/20 hours per week

SUMMARY:

The Database & Stewardship Associate is part-time in-person position. This position provides the operational and logistical backbone of the Development Department to maintain the donor database and implement donor stewardship including writing exceptional donor-centered nuanced thank you letters, and producing reports (donor updates, mailing lists, etc.) out of the donor database. In addition, this position updates the website, schedules social media posts and uses additional event software to support the department.

DUTIES AND RESPONSIBILITIES:

- Manage donor database including the entry of all updates to donor, gifts and pledges
- Write and manage all donor acknowledgements and tailored thank you letters
- Generate donor reports, mailing lists for appeals, events and donor communications
- Perform wealth screening and generate prospect lists
- Maintain cultivation assignments, actions, notes, activities, etc.
- Prepare daily and monthly reconciliation reports of all donations and review any differences with the Finance Department
- Update website

Minimum Job Requirements:

Entry level to two years of experience in professional nonprofit development or related field.

- Bachelor's degree preferred.
- Experience working with donor database software a plus including Bloomerang.
- Strong Microsoft: Word, Excel, PPT
- Communicate diplomatically and work effectively with a wide range of people;
- Problem solve work unsupervised and make decisions independently and in a team environment
- Follow guidelines, policies and procedures
- Strong organizational skills, multi-tasker, detail oriented and able to meet deadlines
- Exceptional written communication skills
- Valid drivers license

Please send cover letter and resume to lcandela-katz@liftingupwestchester.org.