

Specialist, Donor Relations - District Office

PRIMARY FUNCTION: Performs executive-level administrative duties in support of the department, the Foundation Board of Directors, donor relations and stewardship. This position exercises initiative, judgment, and discretion in addressing the needs and requirements of the office operations, Foundation Board, and donor stewardship. The position requires attention to detail, diplomacy, confidentiality, collaboration and the ability to work under pressure in a fast-paced environment requiring management of competing priorities while meeting established deadlines.

Essential Job Functions:

- Manages gift processing, including data entry, constituent information, create solicitation mailing lists and other information as needed related to donor relations in the database.
- Coordinates Board of Director meetings, logistics, and communications. Serves as scribe at Board meetings and maintains Board member records and information.
- Assists with prospect research as directed by the Director, Development, and update the Raiser's Edge database with the research findings.
- Issues weekly donor acknowledgement letters and year-end tax receipts working with Director, Development as required.
- Receives guests, answers phones, and serves as initial point of contact for the office. Redirects calls to the appropriate staff/administrators. Ensures all phone calls are answered during normal business hours and all voice messages are responded to promptly. Receives and distributes Foundation mail. Maintains office supplies.

Additional Job Functions:

- Provides administrative support for the Executive Director, Foundation and Director, Development.
- Makes gift deposits to the banks, gift account validation and reconciliation, create donor invoices for pledges, and the annual audit as requested.

Knowledge, Skills and Abilities:

- Ability to demonstrate the College values
- Ability to compose business correspondence independently using good business vocabulary
- Excellent and concise written and oral communication skills
- Intermediate skill in Microsoft Office Suite – Word, Excel, PowerPoint, and Outlook – and ability to perform mail merge
- Knowledge of Raiser's Edge database or other fundraising database system
- Possess a thorough understanding and adherence of department policies and guidelines governing confidentiality of employee files and transactions
- Professionalism and ability to safeguard sensitive and confidential information
- Ability to work with minimal supervision, manage multiple priorities simultaneously and function collaboratively in a team environment
- Must be comfortable in handling stressful situations; helpful and pleasant under difficult and unpredictable circumstances
- Ability to interact with senior leadership and all levels of internal leadership as well as external donors in a professional manner at all times.

- Ability to resolve administrative situations or problems in the absence of supervisor
- Ability to make judgments and decisions to keep office functioning smoothly in absence of supervisor
- Excellent planning, organizational, and technical troubleshooting skills
- Ability to work occasional evenings or weekends as needed for events and projects

Required Education:

- Associate degree or equivalent coursework

Preferred Education:

- Bachelor's degree in business or related field

Required Experience:

- Three years of administrative support experience or an equivalent combination of education and experience to successfully perform the essential duties of the job.

Preferred Experience:

- Above requirements plus one or more years in a higher education environment
- One year of Raiser's Edge database experience

Preferred Licenses/Certifications:

- Microsoft Office Specialist (MOS)

Note: This position has opportunity for limited remote work arrangements with appropriate approvals and in accordance with the policies, procedures, and needs of the College.

Salary Grade: 16

Salary is based on the Board-approved salary schedule for the current fiscal year. [See Salary Schedule](#)

Requisition Number: req2958 **Posting Close Date:** 7/15/2021

Website: <https://sanjac.csod.com/ux/ats/careersite/3/home/requisition/2958?c=sanjac>