

Job Summary:

- Manages all donor information through the organization's fundraising software
- Prepares and distributes all acknowledgement and notification letters
- Maintains and updates all Development files
- Provides both proactive and responsive analysis of trends in donor giving including upcoming solicitations, donor communications and stewardship activities

Key Responsibilities:

General Data Management

- Enter all donations into Raisers Edge
- Prepare and mail all donor acknowledgement letters
- Prepare daily reports for the Manager of Finance and Operations to assist with reconciliation with accounting software
- Scan all checks
- Update addresses and contact information in Raisers Edge
- Data manipulation and queries
- Notifies staff of participant deaths and tracks obituary naming
- Tracks and verifies matching gifts
- Order and track brick pavers
- Order and track all recognition plaques
- Assist with grant application and reporting.

Annual Fund

- Assist with design of annual fund piece
- Prepare lists of donors and non-donors for review by members of the Board of Directors
- Prepare letters and envelopes to be signed by CEO, CDO, members of the Board of Directors and any additional Annual Fund solicitors
- Design web page in Classy
- Design and run queries and assign appeals for all Annual Fund mailings
- Enter all gifts into Raisers Edge
- Prepare and mail standard acknowledgement letters
- Write and update queries for annual fund statistics
- Track need for special customized thank you letters
- Notify solicitors bi-weekly of any donations that we receive
- Prepare stewardship lists for thank you phone calls/letters

Special Events

- Design Classy pages for fundraising activities
- Enter and track all sponsor gifts into Raisers Edge
- Keep all sponsor contact information up to date
- Enter all in-kind donations when items are donated for auctions or raffles
- Prepare standard acknowledgement letter and envelopes
- Manage event attendee list
- Develop process for transfer of donor information from third party software to Raisers Edge and complete the process

General

- Attend all staff meetings and take minutes when appropriate
- Answer calls from donors who would like to donate over the phone
- Check online giving at least three times a week for online donations
- Assist with development of donors lists for publication in the Annual Report and other recognition opportunities
- Participates in continuing educational activities for personal and professional growth

Relationships:

Reports to:

- Chief Development Officer

Supervises:

- Special Event Data Entry Volunteers

Qualifications:

Education

- Bachelors Degree in Business, Computer Science, or related field required

Work Experience

- Minimum of 2 years of data management in a non-profit required

Knowledge, Skills, Traits and Values Required:

- Demonstrate good customer service and patience with donors
- Excellent organizational and time-management skills
- Honest and trustworthy
- Possesses high level of competency in multi-tasking
- Excellent writing and listening skills
- Raiser's Edge/Blackbaud, Classy and/or other forms of fundraising software
- Dedicated to TGP's mission, culture and vision

Revised 6/12/25