



## **Family Tree Job Posting Donor Relations Associate**

### **Description**

This position processes gift management and acknowledgment as a key part of the donor engagement and stewardship process. Inputs and manages accurate donor information in the donor management system Raiser's Edge to ensure correct reporting, analytics, and gift acknowledgement.

This position has an excellent opportunity to develop skills with various projects related to fundraising, marketing, and community outreach.

This is a part-time, 20 hours a week, non-exempt position with a hiring salary range of \$20.46-\$24.56 per hour working primarily Monday-Friday. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

### **Essential Duties/Responsibilities**

- Coordinates and organizes requests for information, donation and volunteer opportunities, and gift-in-kind drives.
- Serves as point person for information sharing with our contract data entry team – Cause and Solution.
- Prepares acknowledge letters and ensures accuracy and appropriate content.
- Manages finance reconciliation with gift entry records.
- Helps support donor relationships by sharing information and making thank you calls.
- Facilitates tax credit distribution to donors and lead agency.
- Ensures correct information and record keeping.
- Learns and manages basic database queries and reporting.
- Organizes and manages donations and in-kind gifts to ensure proper tracking and record keeping.

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### **Other Duties:**

- Supports Family Tree's mission and models Family Tree values of commitment, integrity, accountability, inclusiveness, collaboration and advocacy.
- Supports efforts to execute on corporate, civic and faith fundraising plan in order to meet revenue goals.
- Helps support strategies for corporate social responsibility.
- Represents Family Tree at tabling events for donor and volunteer engagement, community meetings, and social events to expand donor base and increase visibility of Family Tree and our mission.
- Supports fundraising programs, events and campaigns

### **Knowledge, Skills and Abilities**

Strong computer skills including Microsoft Office. Strong writing skills, interpersonal communication, and organizational skills. Detail oriented. Passion for Family Tree's mission.

### **Education or Formal Training:**

High School Degree or equivalent

### **Working Environment**

Office/Desk Environment. Flexible Hours

### **Physical Activities**

Talking, hearing (ordinary conversation), seeing (read paperwork, computer work), manual dexterity sufficient to operate a computer, calculator and telephone. Physically exert force of 10-15 lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.