



Job Title:	Donor Services Coordinator
Department:	Donor Services
Revision Date:	March 2018
Reports to:	Donor Services Director

Position Overview (Provide a brief, high-level overview of the position)

This position is part of the development staff and is responsible for fund administration duties such as administrating grant requests from advised funds and affiliated funds, maintaining donor profiles, assisting with annual and bi-annual donor reports and conducting due diligence on grantees. Administrator will assist with other development functions including events, communications, scholarship and affiliated funds.

Principal Duties and Responsibilities (Describe the most important duties (major responsibilities that are critical to the role) and those that the position will spend the most time on first.

- Maintain accurate records on minutes and trustee changes via files and scanning
- Organize and distribute donor statements and financials
- Process all yearly fixed distribution grants
- Process employee matching grants
- Administration of grants from advised and affiliated funds
- Create grant acknowledgements to accompany grants
- Conduct due diligence on organization compliance standings
- Coordinate donor reporting with accounting and communications for all publications

Qualifications & Skills (Minimum education or training, minimum years of experience, travel required)

- Strong working knowledge of database programs
- Strong working knowledge of Excel, Word and Outlook
- Ability to manage details and meet deadlines
- Excellent written and oral communication skills
- Development or direct client service experience
- Bachelor's Degree

Preferred (List qualifications or skills that would be beneficial to have, but that are not essential to the job)

- Detailed oriented

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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