Job Description

Position Title: Donor Relations Manager
Department: Development and Communications
Reports To: Department Director

Position Summary: In partnership with the Director of Community Engagement, the Donor Relations Manager’s overall objective and responsibility is to oversee development operations in support of the Catholic Charities of West Tennessee stewardship and fundraising plan.

- Manage the stewardship plan for all donors who support CCWTN’s mission.
- Accurately maintain the overall integrity of the donor database, including entering and exporting data, gift entry, recording donor activity, tracking and reporting of donor activity.
- Maintain database software; ensure timely implementation of upgrades, and provide training to other staff as needed.
- Process donations, promptly issue tax receipts and acknowledgement letters.
- Pull lists for, prepare and mail annual tax receipt letters to all donors.
- Assist with grants management, including some grant writing, close out reports, and editorial review.
- Assist the Director of Development and Executive Director in donor and prospect research management and creation of donor profiles.
- Pull donor and marketing lists from Raiser’s Edge database for direct mail pieces.
- Perform monthly reconciliation of donations with accounting department records.
- Other duties as assigned.

Qualifications: The ideal candidate will possess the following minimum qualifications:

- A Bachelor’s degree and 2-3 years of work experience.
- A minimum of one year experience with donor database systems (i.e. CRM), and preferred 2+ years of Raiser’s Edge experience.
- Excellent computer, verbal and written skills.
- Proficiency in Microsoft Office (Word, Excel, Publisher, Outlook, PowerPoint, etc).
- Strong work ethic, absolute attention to detail, excellent organizational skills.
- Ability to handle confidential information, research inquisitively and report facts accurately.
- Ability to accept responsibility for projects and assignments, progressing them on a timeline and reporting back with limited oversight and prompting.
- Able to work independently and as part of a team.

Position Level: Full Time (37.5 hours per week). Paid vacation, holidays, and personal time
Updated: 07/01/2020

To apply: Email resume and cover letter to jobs.acc@acc.cdom.org