



Job Title	Donor Information Specialist	Job Code	AV0611
Pay Plan	USPS	Pay Grade	12
Union	AFSCME	FLSA Status	Non-Exempt
Job Family	Advancement	Union Code	021
		Subfamily	Donor Relations/Stewardship

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Donor Relations/Stewardship Professionals provide stewardship to significant gifts. Work with development officers on individualized acknowledgements and recognition activities. Develop and implement special events that support fundraising programs; provide strategic planning and oversight of events for internal and external audiences

Job Summary

Performs operational database entry and provides support for donor services including answering phones, responding to emails, and updating payment information. Participates in association events and activities to meet and greet members and offer support.

Representative Duties

1.
 - Performs data entry and uploads all funds that are received
 - Supports Donor services including answering phones, responding to emails, tracking packages, updating donor information
 - Performs weekly and monthly processes including pulling and ordering premiums, running and mailing Pledge Bills and Acknowledgements, and running bi-monthly Credit Cards and EFT reports/processes
 - Participates in events to help build relationships with current and prospective donors

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.