

# UNION SETTLEMENT

## Job Opportunity

**Position:** Donor Engagement Coordinator

**Department:** Development

**Reports to:** DIRECTOR, DEVELOPMENT & COMMUNICATION

**Hours:** Full-Time, M-F

### Position Summary:

The Donor Engagement Coordinator plays a key role in donor stewardship and in maintaining donor records, and will be responsible for a variety of tasks related to maintaining strong donor relationships. The position offers an excellent opportunity for an individual with great database skills, who is interested in learning more about building and cultivating donor relationships.

The Donor Engagement Coordinator will advance efforts to engage donors with Union Settlement's mission. He/she will follow up with donors, research funding opportunities and manage the logistics and data functions for donor appeals and communications. This position requires an orientation toward process, meticulous attention to detail, and the ability to work well with the public and behind the scenes. It requires a self-starter who can work both independently and in close collaboration with colleagues, and who can prioritize effectively when faced with multiple competing demands.

### Tasks and Responsibilities

#### Database Management

- Takes primary responsibility for Union Settlement's donor database, Salesforce, including entering new donors and gifts, generating and modifying development reports, tracking, filing and entering data to ensure accuracy in follow up and reporting of fundraising outcomes.
- Interacts daily with Finance Department and reconciles reports each month.
- Drafts and edits thank you letters to donors and ensures that donors are thanked quickly and in a meaningful manner.

- Assists with special data clean-up projects, reporting, and analytics as needed.

### **Donor Relations**

- Analyzes donor history to identify further fundraising opportunities.
- In collaboration with the Director of Development, assists with research for funding opportunities for new donors,
- In collaboration with the Director of Development, coordinates stewardship efforts and develops appropriate stewardship plans for donors, including follow-up phone calls with donors to thank them, sending them additional information and setting up site visits with program and development staff.

### **General Support for Development Team Operations**

- Assists with mailings as needed.
- Assists with special events, as needed.
- Other related duties as required.

### **Qualifications**

- B.A. or B.S. with one year's experience in fundraising, event planning, communications, or related fields;
- Experience preferred in Salesforce, and required in Microsoft Office (Word, Excel);
- Demonstrated self-starter capable of shifting between front-facing activities, administrative work, and project management;
- Exceptional phone and communication skills, with a sensitivity to donor confidentiality;
- A keen attention to detail and ability to prioritize competing demands/deadlines;
- Team player with sense of humor and flexibility;
- A strong desire to help improve the lives of the residents of the East Harlem community;
- Occasional evening work required for several special events during the year.

### **To Apply:**

Please Send Cover Letter, Resume, References and Salary Requirements to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Donor Engagement Coordinator in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**