

Donor Services Coordinator

Exempt: Part-Time

Location: 929 E Wisconsin, Milwaukee, WI 53202

Reports to: Vice President of Development



Our Mission

Inspire all children to wonder and explore their world through play and innovative, hands-on learning experiences.

Position Summary:

The Donor Services Coordinator supports the daily operations of the Development team, including database reports/management and gift/membership entry, database movement management support, event registration entry, acknowledgments and other “light” stewardship, and administrative support in the implementation of department fundraising tasks.

Responsibilities and Duties:

- **Database maintenance and report generation:** Run all fundraising tracking reports on a monthly basis. Follow all written workflows ensuring best practices for data hygiene are upheld. Conduct quality audits as needed to ensure accuracy. Ensure accurate coding to ensure comprehensive analysis.
- **Gift, membership, and data entry:** Follow all written workflows and processes (and updating as necessary), entering gift and membership records into Salesforce and producing donor acknowledgement letters and tax receipts, enter event registration, ensuring updated and accurate information on donor, member, prospect and subscriber records.
- **Reconciliation with Finance:** Perform internal self-audits for accuracy and monthly donation reconciliation with Finance, providing data/documentation as requested
- **Stewardship:** Maintain and update Salesforce dashboards, monitor dashboard compliance, enter CEO and VP contact reports, track moves management activities
- **Administration:** Assist with various administrative duties, scheduling meetings, and donor events as assigned by the Vice President of Development
- **Confidentiality:** Maintain confidentiality of all database contact records and information in accordance with internal policies and privacy laws
- Other duties as assigned.

Minimum Qualifications & Skills:

- One year of relevant work experience in data entry required utilizing Salesforce, or equivalent, in a nonprofit setting

- Experience in a development office with knowledge of fundraising practices is strongly preferred
- Demonstrated proficiency and problem-solving skills, highly organized with strong attention to detail and accuracy
- Demonstrated ability to manage multiple priorities and tasks, meeting deadlines.
- Ability to handle sensitive and confidential situations and information with absolute discretion
- Excellent verbal and written communication skills, a high level of computer proficiency, and strong internet research skills
- Advanced proficiency in Word and Excel is strongly desired
- Must be comfortable working in a busy office environment and display strong interpersonal skills
- Ability to maintain a calm and courteous demeanor and to work productively despite the heavy workload, competing priorities, and complex problems

Salary & Benefits:

\$17-18

- Free Downtown Parking
- Paid Time Off

To Apply:

Please send your resume and cover letter to hr@bbcmkids.org