

PURPOSE OF POSITION

To serve the ministry in the role of donor database management, handling donor reports, mailing lists, gift tracking processes, and monthly sponsorship processes in an efficient manner that maximizes donor response and fosters excellent donor relations.

RESPONSIBILITIES

- Run report from online giving portal.
- Run reports and enter donations and volunteer information into online donor database.
- Download monthly receipt letters and prepare for mail merge.
- Manage and grow the monthly sponsorship program.
- Add donor email addresses to MailChimp.
- Create specialized mailing lists as needed.

ORGANIZATIONAL RELATIONSHIPS

- The Donor Database Specialist reports to the Director of Business Engagement and works closely with the VP of Advancement.

JOB REQUIREMENTS

- Previous experience working with a non-profit or ministry setting preferred.
- Ability to review and analyze data to inform the creation and execution of data-driven strategic plans that generate strong outcomes.
- Proficiency in Microsoft Office operation, Adobe Acrobat, G-Mail, Google calendar & drive.
- Creative and critical thinker with the ability to prioritize and multitask at a fast pace under pressure.
- First-class project management skills and the ability to manage multiple projects at the same time.
- Excellent customer service skills while maintaining confidentiality of sensitive information.
- Self-motivated, organized, professional and responsive.
- Biblical conduct and Christ-like character; above reproach.
- A strong servant leader who is motivating and encouraging.