

Children's Hunger Alliance
Position Description

Position: Stewardship Coordinator
FLSA: Non-Exempt
Reports to: Senior Vice President, Development

Qualifications:

- Associate degree in computer science, business management, or related field
- Three years data record maintenance experience with responsibility for generating reports
- Experience with fundraising software and donor databases
- Experience with donor research sources and techniques, desirable

Knowledge and Skills:

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| • Knowledge of databases and electronic records | • Fundraising practices |
| • Knowledge of donor giving records and related reporting | • Written communication |
| • Data management and process management skills | • Interpersonal communication |
| • Ability to run queries and create reports | • Analytical and problem solving |
| • Integrity and trust | • Attention to detail |
| | • Time management |
| | • Prioritization |
| | • Planning and organization |

Key Job Functions

- Donor Records Maintenance – Processes and maintains all donor database records and donor files. Ensures quality control of donor records; recommends changes to database to ensure that required attributes and records are maintained. Coordinates database system/program changes and maintenance with Senior Vice President of Development.
- Reports – Creates standard and *ad hoc* reports for development and communications team, regional directors, finance, and senior management team. Segments donor data and creates specialized reports that assist in donor solicitation and donor programs.
- Donor Analysis – Conducts data searches and provides standard summaries and analyses of fundraising activity and records. Maintains statistics and reports.
- Gift Processing and Recognition – Processes all gifts on a daily basis and ensures that gift recognition policies and processes are followed and that gifts are acknowledged and recognized appropriately. Coordinates recognition with development team as appropriate. Responds to external stakeholders, as appropriate.
- Donor Relations – Assists development team with donor inquiries, questions, and issues. Assists Senior Vice President of Development, Annual Giving Manager, and Special Events Manager with donor recognition and donor benefit fulfillment.

- Financial Tracking and Reporting – Manages regular cycle of postings and reports. Creates standard and customize reports for finance and audits.
- Policies – Works with development team to establish appropriate policies and standards. Maintains related policies and operating procedures manual to ensure all gift recognition standards are followed.
- Volunteer Tracking – Enters and manages data for volunteer program and provides reports to Director of Volunteers and Quality services as requested.
- Events – Provides support for event planning and logistics as requested.
- Administrative Support—Provides standard administrative support to development and communications team.

For additional information and/or to apply for this position, send your resume and cover letter to 4Kids@ChildrensHungerAlliance.org

This institution is an equal opportunity provider.