

Fund Development Specialist

Classification:	Non-Exempt
Status:	Full-Time
Salary/Pay Rate Range:	Commensurate with Experience
Reports to:	Chief Development Officer
Date:	June 4, 2019

Position Summary

The Fund Development Specialist supports the Development department by performing a variety of gift and data management, donor stewardship and analytical functions. This position requires excellent analytical and communication skills and high-level attention to detail. The Fund Development Specialist is a full-time, non-exempt position reporting to the Chief Development Officer.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Support the Development department with all aspects of advancement services and donor stewardship
- Process all pledges, gifts and pledge payments in QuattroC
- Assist donors via phone, email, or in person with information on giving, resolving issues, taking donations, and any other help they require
- Generate donor correspondence, invoices, queries and reports, and mailing lists from QuattroC on a regular basis and as requested, including but not limited to:
 - Acknowledgement letters
 - Tribute cards
 - Pledge reminder letters and statements
 - Monthly/Quarterly/Annual fundraising performance reports
 - Mailing lists for appeals, invitations, programming mail, etc.
 - Prepare data for queries, mailings, reports, and exports
- Serve as administrative point person for Special Events registration and sponsorships including set up and management of campaigns in QuattroC, generating acknowledgment and reminder letters, collecting logos and ad collateral, and managing RSVPs
- Participate in day-of event management including creating registration lists and nametags, greeting and registering attendees, taking electronic and cash payments, and resolving payment issues.
- Prepare donor lists for Marketing (Attractions, Annual Report, etc.)
- Follow up on all outstanding pledges and declined credit cards
- Communicate with Finance to ensure reconciliation across both systems

- Maintain integrity of data in Quattro C to ensure accuracy of donor records and statistical reporting
- Uphold confidentiality of member and donor information and comply with all PCI requirements
- Provide administrative support to Development staff as needed
- Actively participate as a member of the JCC staff team by attending staff meetings and working collaboratively on agency projects and events

Competencies

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook) and other computer programs necessary to perform the essential job functions
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Positive attitude and dedication to providing exceptional customer service
- Commitment to the highest professional and ethical standards

Required Education and Experience

- Bachelor's degree or equivalent
- 2-5 years of experience in fund development
- Expertise in database management, preferably QuattroC
- Mastery of Microsoft Office Suite, specifically Excel
- Ability to prioritize and complete time-sensitive tasks while managing ongoing projects
- Proven record of successful problem solving and donor relations
- Demonstrated ability to effectively communicate with diverse populations

Preferred Experience

- Professional experience in a member organization
- Knowledge of Judaism and/or previous experience working with the Jewish community

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This position operates in a professional office environment and routinely uses standard office equipment such as computers, printers, phones, copy machines and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

In the office setting, this is primarily a sedentary role, which requires the employee to sit at a desk for consecutive hours at a time using a computer and other office equipment. Additional physical requirements include occasional bending, crouching, reaching and lifting.

Expected Hours of Work

Typical work days and times for this position are Monday through Friday 8:30 am to 5:00 pm. Evening and weekend hours may be required as job duties demand.

EEOC Statement

The St. Paul JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The St. Paul JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

To Apply

Please email your resume and cover letter to Regan McCormack, Human Resources Manager, at reganm@stpauljcc.org.