

Position Description

Donor Relations and Endowment Coordinator

Position Summary

The Development & Endowment Assistant supports the organization's fundraising, donor stewardship, and endowment administration efforts. This role ensures exceptional donor care through timely acknowledgments, accurate gift processing, and responsible management of endowment and restricted funds. The position plays a key role in maintaining data integrity within the organization's **Blackbaud CRM system** and supporting long-term sustainability through strong stewardship and operational excellence.

Key Responsibilities

Donor Stewardship & Care

- Serve as a primary point of contact for donor inquiries via phone, email, and mail.
 - Ensure timely and personalized acknowledgment of all gifts, including tribute and memorial contributions.
 - Prepare and distribute tax receipts and stewardship correspondence.
 - Support donor recognition programs and appreciation initiatives.
 - Maintain confidentiality and ensure compliance with donor intent and IRS regulations.
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Gift Processing & Blackbaud CRM Management

- Accurately process all donations (cash, check, online gifts, recurring gifts, stock, matching gifts, planned gifts).
 - Enter, update, and maintain donor records in **Blackbaud CRM** with a high level of accuracy.
 - Monitor data integrity, perform routine audits, and correct discrepancies in the database.
 - Generate reports from Blackbaud CRM for campaign tracking, donor giving history, and leadership review.
 - Track pledges and coordinate payment reminders.
 - Reconcile gift entry reports with finance/accounting on a regular basis.
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Endowment Administration

- Maintain detailed records of all endowment funds, including donor intent and fund restrictions within Blackbaud.
 - Track endowment contributions, earnings distributions, and balances.
 - Assist in preparing endowment reports for leadership and board review.
 - Coordinate with finance staff to ensure proper allocation and documentation of endowment earnings.
 - Support stewardship communication to endowment donors and legacy society members.
 - Assist with documentation and tracking related to planned and estate gifts.
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Campaign & Event Support

- Provide administrative support for annual campaigns, major gifts, and capital initiatives.
 - Assist with donor segmentation, mailing lists, and reporting through Blackbaud CRM.
 - Support event logistics, RSVP tracking, and post-event donor follow-up.
 - Prepare materials for development meetings and board presentations.
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Administrative & Operational Support

- Maintain organized digital and physical donor records.
 - Support development team scheduling and internal coordination.
 - Uphold best practices for data governance and donor privacy.
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Qualifications

Education & Experience

- 1–3 years of experience in fundraising, donor relations, nonprofit administration, or finance support.
 - Experience using **Blackbaud CRM (Raiser's Edge or Blackbaud Financial Edge preferred)** strongly preferred.
 - Basic understanding of nonprofit accounting and endowment principles preferred.
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Core Competencies

- Strong attention to detail and data accuracy.
 - Excellent written and verbal communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
 - High level of professionalism and discretion.
 - Strong organizational and time management skills.
 - Service-oriented mindset focused on donor experience.
 - Ability to manage confidential and sensitive financial information.
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Schedule and Compensation

This will be a part-time position for 30 hours per week. Work schedule is generally during the weekday, but flexible with an occasional night or weekends for event support.

Compensation starts at \$20 per hour, but negotiable depending on experience.

We will be interviewing for this position from February 26, through March 11, with the intention of filling the position as early as March 16.

To apply or if you have more questions, contact Bill Lawrence at bill.lawrence2@scouting.org

