



DEVELOPMENT and PROGRAM ADMINISTRATOR

Overview

The ideal candidate will have experience in a non-profit organization with advanced knowledge of donor data management as well as program administration. The candidate must be well organized, flexible and appreciate the challenges of meeting timelines while working in office with small staff.

Requirements:

- 3 years' experience with non-profit organization and knowledge of donor data management and program administration
- Advanced knowledge of donor database systems (Blackbaud/Raiser's Edge experience desirable but not mandatory)
- Strong computer skills, with advanced knowledge of MS Office, including Word, Excel, Outlook, PowerPoint and Publisher
- Detail oriented with excellent verbal and written communication skills
- Ability to work independently as well as with peers, volunteers, board members, donors, vendors and representatives of other organizations
- Status: Exempt position
- Deadline for submittal: June 15, 2018
- Submit cover letter and resume to: Isabelle@nevadawomensfund.org.

Donor Development and Data Management

- Responsible for donor data management utilizing Blackbaud/Raiser's Edge data base system or equivalent software
- Records gift history from deposits and prepares batch reports for bookkeeper
- Updates constituent profiles as needed
- Prepares annual letter to endowment donors on proceeds for scholarship and grant awards
- Production of gift receipts, individualized acknowledgement letters, posting control and batch reports in accordance with 48-hour turnaround policy
- Addition of new donors and information to the database
- Produce accurate mailing lists for donor communication as well as fundraising campaigns and event planning outreach.
- Research and recommend upgrades and changes to donor management software while staying current with software updates and trainings
- Production of data reports as needed and requested by President/CEO
- Quality control of data
- Writes funding grant requests
- Assists President/CEO in responding to donor inquiries

- Assists President/CEO with donor development opportunities
- Works with President/CEO for other responsibilities assigned

Organization Scholarship and Grant Funding Program

- Responsible for administration of Scholarship and Grant Funding program
- Stays current with upgrades, cost increases and annual trainings of scholarship and grant funding software
- Annual development and announcement of scholarship and grant funding application forms for Web site process
- Serves as contact for internal/external inquiries associated with scholarship and grant funding
- Implements scholarship and grand funding programs with organization's Board Allocations Committee by:
 - Annually training committee members on use of program software
 - Serving as institutional knowledge of fund distributions
 - Assists committee to meet timelines for application process and award schedules
 - Analyzes committee scoring and prepares and presents in spreadsheet format for committee discussion and evaluation
 - Prepares acceptance/rejection letters for all applicants (both scholarships and non-profit grant applications)
 - Convenes final meeting for suggestions to improve program practices
- With office team, assists with Fall Scholarship and Grant Awards celebration
- Prepares communication to donors announcing scholarship recipient award
- Prepares annual award statistics
- Assists President/CEO with endowment and annual scholarship documents to prospective donors
- Assures donor files are complete to meet annual audit financial standards
- Works with President/CEO for other duties assigned