



JOB DESCRIPTION: Donor Relations Coordinator

REPORTS TO: Director of Philanthropy

ROLE SUMMARY:

The Donor Relations Coordinator plays the important role of executing all efforts related to the cultivation, solicitation, and stewardship of current and prospective donors to the National Kidney Foundation of Arizona. This position reports to the Director of Philanthropy and will coordinate and execute all activities that support a strong, comprehensive fundraising program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Process all gifts and pledges; batch reports of donor gifts and pledges and reconcile with the accounting department.
- Generate donor acknowledgment letters, general letters, and routine correspondence to current and prospective donors, prepare mailings of various sizes, and file correspondence and other records.
- Assist with preparation of Annual Fund and other pledge letters and reminders of pledge commitments.
- Manage the system for accurate recordkeeping of fulfillment of individual, corporate, and foundation donor benefits and a format for stewardship and donor recognition reports; maintain such records and generate stewardship and donor recognition reports regularly.
- Assist with donor research, reporting, and stewardship, including preparation of marketing packets for cultivation and solicitation meetings.
- Prepare and manage all case statements for campaign volunteer leadership and ensure they are delivered to campaign volunteers in a timely manner.
- Work to ensure that all pledges and gifts are confirmed by the donor in writing.
- Setup and maintain donor data in Raiser's Edge database program.
- Generate and compile statistical reports from Raiser's Edge database.
- Provide administrative support to all areas of the department, as directed.
- Attend all campaign committee meetings as secretary, recording information that will generate action items and minutes.
- Distribute minutes and action items lists to committee members and campaign leadership as requested.

QUALIFICATIONS

- Bachelor's Degree in a related field; two or more years of experience in consultative business development and/or non-profit fundraising.
- Proficient in Microsoft Office and donor database software, preferably Raiser's Edge.
- Outstanding oral and written skills.
- Ability to manage multiple priorities simultaneously.
- Ability to work in a fast-paced and changing environment.
- Excellent organizational and analytical skills, including attention to detail.
- Ability to work flexible hours, including some nights and weekends.
- Must have valid driver's license, own vehicle, and be able to travel; able to lift 20 pounds.

OTHER EXPECTATIONS

- Understands the mission and values of NKF AZ.
- Respects and maintains confidentiality at all times.
- Works collaboratively with colleagues in a team environment.

EMPLOYEE BENEFITS:

We provide a competitive salary based on prior experience; health and dental insurance; generous holiday and paid time-off policies; and a 401k program. This position offers the opportunity to help continue vital kidney programs that have impacted the lives and families of Arizonans for more than 50 years.

HOW TO APPLY:

Please send resume and cover letter including salary requirements to Leslie McReynolds, Vice President of Administration, at HR@azkidney.org.

Application deadline: Open until filled. The National Kidney Foundation of Arizona is an equal opportunity employer.