

Donor Relations Coordinator

Reports To: Sarah Beckman, Director of External Relations

Department of Labor Classification: Full Time, Non-Exempt

About the Position:

The Donor Relations Coordinator is responsible for supporting all fundraising initiatives for Balboa Park Conservancy, with special emphasis on donor database management.

Key Job Functions:

- **Department Support**

Support the efforts of organizations leaders to reach organizational and campaign fundraising goals, including: answering donor inquiries; arranging meetings, events and calls; establishing and maintaining filing systems. Support individual pledge and membership renewal mailings and annual fund mailings; provide administrative support for grant application submissions and other departmental needs. Coordinating expense reports and budget tracking.

- **Database Management**

Responsible for keeping the donor database current; build and run reports from the CRM; develop, maintain and distribute metric dashboards; troubleshoot gift processing and donor inquiries. Support donor contact report entry and related reporting. Process gifts and maintain donor/gift records and acknowledgements according to guidelines for Finance and External Relations.

- **Campaign Organization**

Organize fundraising meetings and logistics. Monitor campaign timeline. Provide campaign and development reports to key staff and volunteers. Monitor campaign budget. Maintain lists of prospective donors—individuals, corporations, and foundations—and create philanthropic profiles of prospects for campaign and major gifts.

- **Events**

Provide support in planning and implementation of virtual or in person fundraising and donor relations' event functions including organizing invitations & distribution; tracking/reporting RSVPs; ordering food; and coordinating vendors and event check in, among other details. Attends events and functions to represent the Conservancy; and coordinates event related activities for volunteers and interns.

Key Performance Metrics

- Gifts and thank yous are processed, recorded and generated within 3 days of receipt.
- Campaign meetings are scheduled and coordinated according to committee expectations
- Meeting materials are prepared and distributed 2 days in advance of meetings
- Meeting notes are distributed to participants within 3 working days
- Campaign activity and tracking reports are maintained and distributed to campaign counsel, steering committee members, and organizational leadership
- Donor communications are documented, prepared, and sent according to stewardship guidelines

Education and Experience

- Bachelor's Degree.
- Administrative support experience preferred.

Competencies, Skills, and Abilities

- Takes initiative and is action oriented
- Ensures accountability for both staff and volunteers
- Collaborates across teams and with constituents and partners; quickly find common ground and solve problems for the good of all
- Communicates effectively and informs via verbal, written, and presentation skills
- Maintains a donor focus in developing the strategy and plans
- Ability to influence and persuade others
- Demonstrates resourcefulness in overcoming challenges
- Excellent organizational, planning, and time management skills required.
- Relationship-driven, with ability to build interpersonal networks with integrity and trust.
- Proficiency with Google Office Suite.
- Strong passion for the mission of the organization and knowledge of Balboa Park.

Physical Requirements:

- Must be able to lift 40 lbs.
- Some bending stooping and kneeling
- Sitting for significant time at a desk working with a computer
- Ability to communicate orally and written
- Visual acuity to perform tasks
- Ability to receive detailed information through oral communication

Our Commitment

The Balboa Park Conservancy is committed to providing an inclusive and welcoming environment for all members of its staff, visitors, volunteers, subcontractors, vendors and donors. We do not and shall not discriminate on the basis of race, color, religion, creed, gender identity, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any

of our activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

The Balboa Park Conservancy is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant.

This job description is intended as a guide to the general job responsibilities and is not inclusive of all everyday duties the employee is expected to perform.

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