

The Brookwood Community
Donor Services Manager
Posting

Donor Services Manager

The Brookwood Community is seeking to fill the position of Donor Services Manager. Qualified applicants must have knowledge of all aspects of the gift entry, processing and receipting; donor database management and data content integrity; monthly reconciliation of donations and preparing documentation for annual audit; creation of reports and mailing lists; IRS guidelines for gift receipting and PCI Compliance; coordination of systems for wealth identification and prospect screening.

College degree preferred with a minimum of five years of experience in donor data management with a not-for-profit donor software program, Blackbaud Raisers Edge preferred. This position is fulltime, assists when needed on Development projects and events, and requires the ability to work some evening and weekend hours.

Send inquiries to Brookwood Human Resources; Careers@Brookwoodcommunity.org
Visit Brookwood's website at brookwoodcommunity.org/careers

Salary range of \$70K-\$75K commensurate with experience plus benefits.

Top 3

1. Timely gift entry, processing and receipting including pledge management
2. Accurate donor database management and data content integrity
3. Monthly reconciliation of all donations and creation of reports and lists