



POSITION CONCEPT:

The Philanthropy Operations Coordinator supports the fundraising and donor relations efforts of Junior Achievement of Southeast Texas. The coordinator is responsible for efficient and effective implementation and management of all operational aspects related to fundraising. This includes managing the donor customer relations management system, coordinating donor and partner relations, participating in the donor stewardship processes, ensuring compliance with grant reporting standards, and supporting the leadership and philanthropy team in meeting organizational goals.

PRIMARY RESPONSIBILITIES INCLUDE:

Gift Entry and Processing

- Accurately entering and coding all gifts daily into the donor database (Blackbaud, Microsoft Dynamics 365) including checks, cash, pledges, donor advised funds (DAF's), stocks, ACH's, wires, and credit card transactions
- Uploading supporting documentation for each gift entered to ensure accuracy in financial reporting and audit preparedness and provide a daily log to appropriate team members
- Developing and issuing invoices for all pledges
- Processing all acknowledgements and tax receipts within 48-72 hours of receipt to maintain timely stewardship and accurate records
- Providing weekly lists to other team members of donations aligned with the stewardship process for personal reach outs
- Coordinating with accounting to ensure gift entries are properly reconciled with financial records
- Updating donor profiles as new information is received, such as changes to addresses or contact information accompanying a gift
- Generating a month-end donor accounts receivable list and coordinating with the Development team to determine which donors should receive reminders

Administrative

- Collaborating with the SVP of Development and the accounting department to reconcile fundraising revenue and ensure accurate financial reporting
- Preparing materials needed for organizational meetings, donor meetings, and board/committee meetings, including charts, narratives and other information as requested
- Researching and gathering documentation to assist the team in prospecting, cultivating and reaching out to prospective donors
- Maintaining applicable data resources to assist the team in developing grant proposals and impact reports
- Developing and maintaining standard operating procedures (SOPs), best practices, and training materials for philanthropy and operational tasks

Special Event Support

- Assisting the Special Events team with planning and executing major fundraising events- including the Hall of Achievement Gala, Golf Tournaments, Clay Shoot, and Trivia Bowls
- Providing logistical support and materials as needed for successful event execution

EXPERIENCE & EDUCATION REQUIRED:

- Bachelor's degree in related field or equivalent combination of education and experience, plus a minimum of 2-3 years successful sales or fundraising experience, preferably in a fundraising or development setting
- Experience working with donor databases, preferably Blackbaud or Microsoft Dynamics 365, with a strong understanding of data entry, coding, and record maintenance
- Ability to manage multiple priorities, good organizational skills, and proven ability to maintain confidential information
- Proven experience in meeting deadlines and exceeding goals
- Ability to manage multiple priorities with great organizational skills
- Demonstrated ability to work both independently and collaboratively across teams involved in fundraising, events, and donor stewardship
- Excellent oral and written communication skills emphasizing persuasive communication, effective listening, and ability to translate concepts into language that connects with specific constituents
- Possess strong work ethic and willingness to work some evenings/weekends related to events
- Proficient and experienced in Microsoft Office Suite
- Maintain a valid driver's license and vehicle transportation required to meet the responsibilities of the position

Schedule:

40 hours per week
Monday to Friday (8-hour shifts)
Hybrid
Salary Range: \$45,000-\$53,000/annually; benefits eligible

To Apply:

Please email cover letter and resume to: jcraig@jahouston.org

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.