

**Achieve Foundation of South Orange and Maplewood**  
**JOB TITLE: DONATIONS MANAGER**

**Reports To:** Achieve Foundation Executive Director

**Job Summary:** Maintain and update complete records of donations to the Achieve Foundation, using computer software designed for this purpose. Acknowledge gifts in timely and accurate fashion.

**Time Commitment:** Average of 10 hours per week (varies during the year based on fundraiser activity)

**Salary:** \$20 per hour

**Requirements:**

- Experience with record-keeping for financial operations and/or fundraising.
- Strong organizational skills with attention to detail and follow-through.
- Experience with database software and tech services or the ability and willingness to learn. Experience with Frontstream GiftWorks a plus.
- Strong interpersonal and communication skills for courteous “customer service.”
- Understanding of the role of data analysis in organizational review and strategic planning.
- Ability to work independently and to collaborate with a team.
- Proficiency with Microsoft Word, Excel and GoogleDocs/Drive.

**Achieve Donations Manager Duties:**

- Collect donations from all sources, including mail, Paypal/online feeds, at special events and via Achieve volunteers or staff.
- Enter all data into the Achieve donations database and scan checks to create a photographic record of all check donations.
- Pass recorded monies to the Achieve Treasurer.
- Inform Executive Director and attendant trustees and campaign volunteers of all receipts on a regular basis or as called for via e-mail scans and/or donations logs.
- Prepare and send donation acknowledgements, ensuring timely e-mail and written correspondence with donors.
- Maintain the quality of the information captured in the database, ensuring the accuracy, integrity and completeness of all donor and transaction records.
- Produce donor/donation reports on a monthly basis for reconciliation with Treasurer/bookkeeper, and periodically as requested by ED or Committee chairs.
- Maximize donation income by providing reminders of pledged gifts and managing matching gifts.
- Collaborate with fundraising chairs and website team to ensure that online donation information is being captured at the “point of sale” efficiently and accurately.
- Reconcile donations data regularly with Treasurer/Assistant Treasurer.
- Collaborate with Executive Director and Treasurer to ensure the best possible financial operations efficiencies

Other Duties: Assist Executive Director with committee-support tasks occasionally as needed.

February 2019