



CALVIN THEOLOGICAL SEMINARY

Job Title: Donor and Data Coordinator
Department: Development
Reports to: Director of Development
Status: Part-time non-exempt

SUMMARY

The person in this position is accountable for managing donation information, ensuring the integrity of development office data, creating and updating donor receipts, maintaining scholarship data, and coordinating appeal letters and other donor communication for the Development Office. This is a year round in-person part-time (20-25 hours per week) position with flexibility for limited hours of working remotely.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Enter all financial gifts and process gift receipt letters; ensure that proper receipting/acknowledging procedures are in place. This includes online, credit and debit card, Canadian, and CRCNA denominational gifts.
- Facilitate the processing of all matching gifts including communicating with donors regarding matching-gift programs, forms, and receipts.
- Process all recurring payroll deduction gifts and recurring debit and credit card gifts
- Receive and process all in-kind donations.
- Conduct research on current and prospective donors to learn more about their personal backgrounds, past giving histories, wealth indicators, and philanthropic motivations to evaluate a prospect's ability to give (capacity) and to develop relationships (affinity) with CTS.
- Create and maintain effective processes for essential data entry into Salesforce.
- Update constituent and related data, regularly execute updates and revisions of all receipt letter types by fund and/or category.
- Coordinate all aspects of Named Scholarship Initiative including coordinating and sending yearly named scholarship endowment update to donors, communicate the names of scholars to donors and communicate with scholars their donor information ensuring that scholars reach out to their donors with letters of gratitude and assist event coordinator in planning of Scholarship dinner.
- Initiate and coordinate writing letters to donors for different appeal campaigns during the year.
- Other tasks as assigned for the Development Department and Calvin Seminary.

QUALIFICATIONS: The position requires a highly organized and detail-oriented person, who is capable of working independently. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

This position requires a Bachelor's degree and 3-5 years of experience in administrative positions, as well as strong organizational, administrative and communication skills. Technology skills are mandatory including electronic communication and Microsoft programs. The person in this position should be knowledgeable and proficient with databases and other software for record keeping and correspondence.

INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church participation are essential.

COMMUNICATION SKILLS

Coordinating many program details requires clear communication with donors, students, seminary offices, and outside contacts for off-site events. Due to the diversity of our donors and students, this person should be able to demonstrate cross-cultural sensitivities. This individual must handle confidential information with integrity.

DECISION MAKING/JUDGMENT

This position involves prioritizing and possible delegation of tasks requiring decision-making ability. This person must have the ability to think clearly and act responsively.

OTHER SKILLS AND ABILITIES

1. Natural aptitude for hospitality.
2. Effective interpersonal and public relations skills.
3. High level of organization and accuracy.
4. Creativity and energy.
5. Flexibility and ability to manage multiple tasks.
6. Detail-oriented and a self-starter.
7. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite, Salesforce or other development software, Google apps, and social media.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

08-2024