



Open Door

Donor Engagement Specialist

JOB TITLE: Donor Engagement Specialist

DEPARTMENT: Development

REPORTS TO: Director of Philanthropy

STATUS: FT 40 hours Non-Exempt

SUMMARY OF POSITION: The Donor Engagement Specialist will be responsible for first level donor engagement. This position is 80% data entry and 20% relationship with our valuable donors. Special events and other development tasks as assigned. This is a flexible position requiring 15-20 hours a week.

DUTIES AND RESPONSIBILITIES:

- Responsible for all Donor Data Management functions including:
 - data entry, reports, queries, receipting and other associated functions
 - Ensures prompt and courteous communication with all donors including proper receipting and appreciation
 - Assists with Web-based giving and all aspects of data entry and reporting.
 - Assist with direct mail vendor and campaigns
 - Provides event planning support as it pertains to donors
- Supports the Director of Philanthropy and the CEO for key constituent meetings, reports, grants and presentations.
- Maintains historical records by compiling files, documents.
- Assists with development strategies and plans in coordination with the Mission’s short and long-term programs and campaigns.

ESSENTIAL SKILLS & EXPERIENCE:

1. Experience in database management, reporting, data entry, working independently.
2. Presents a history of stable and responsible employment.
3. Possesses excellent skills in oral and written English communications.
4. Proficiency in MS Office, Adobe, etc.
5. Type 50 wpm

WORKING CONDITIONS/PHYSICAL FACTORS: (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE IF WORK IS OUTDOORS)

Office environment. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with staff, visitors, etc., under all conditions/circumstances. May be required to work extended periods of time at a computer requiring repetitive motion. Infrequent light physical effort required. Not to exceed 20 lbs. without assistance.

QUALIFICATIONS:

- **Precise** with attention to detail.
- **Integrity** and ethics of the highest degree.
- **Relational** in all types of business cultures and with fellow team members.
- **Organized** in time management and in record keeping.
- **Problem solver** and solution oriented.

EDUCATION/EXPERIENCE:

Possesses a college degree or relevant career experience in database management, volunteer teams, capital raising, or customer relations

Possesses an above average knowledge of MS Office and other computer functions. Experience with Donor Perfect preferred but not required.

Requirement:

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. It is the policy of The Open Door to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him. Be a consistent witness for Jesus Christ; Possess and demonstrates excellent integrity.
- Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life-transformation.
- Demonstrates a courteous and Christ-like manner with internal and external partners.
- Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Open Door Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement.
- Committed to serving the poor and homeless.
- Adhere to The Open Door Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.

Signature

Printed Name

Date