

JOB DESCRIPTION: Donor Relations Coordinator

DATE: Revised 8/17/23

REPORTS TO: Major Gifts Officer

JOB TITLE: Executive Assistant to CEO

TYPE: Part-time; Hybrid office/remote position.

ROLE SUMMARY:

The Donor Relations Coordinator plays the important role of executing all efforts related to the cultivation, solicitation, and stewardship of current and prospective donors to the National Kidney Foundation of Arizona. This position reports to the Major Gifts Officer and will coordinate and execute all activities that support a strong, comprehensive fundraising program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Process all gifts and pledges; batch reports of donor gifts and pledges and reconcile with the accounting department.
- Generate donor acknowledgment letters, general letters, and routine correspondence to current and prospective donors, prepare mailings of various sizes, and file correspondence and other records.
- Assist with preparation of Annual Fund and other pledge letters and reminders of pledge commitments.
- Manage the system for accurate recordkeeping of fulfillment of individual, corporate, and foundation donor benefits and a format for stewardship and donor recognition reports; maintain such records and generate stewardship and donor recognition reports regularly.
- Assist with donor research, reporting, and stewardship, including preparation of marketing packets for cultivation and solicitation meetings.
- Prepare and manage all case statements for campaign volunteer leadership and ensure they are delivered to campaign volunteers in a timely manner.
- Work to ensure that all pledges and gifts are confirmed by the donor in writing.
- Setup and maintain donor data in Raiser's Edge database program.
- Generate and compile statistical reports from Raiser's Edge database.
- Provide administrative support to all areas of the department, as directed.
- Attend all campaign committee meetings as secretary, recording information that will generate action items and minutes.

- Distribute minutes and action items lists to committee members and campaign leadership as requested.

QUALIFICATIONS

- Bachelor's Degree in a related field; two or more years of experience in consultative business development and/or non-profit fundraising.
- Proficient in Microsoft Office and donor database software, preferably Raiser's Edge.
- Outstanding oral and written skills.
- Ability to manage multiple priorities simultaneously.
- Ability to work in a fast-paced and changing environment.
- Excellent organizational and analytical skills, including attention to detail.
- Ability to work flexible hours, including some nights and weekends.
- Must have valid driver's license, own vehicle, and be able to travel; able to lift 20 pounds.

OTHER EXPECTATIONS

- Understands the mission and values of NKF AZ.
- Respects and maintains confidentiality at all times.
- Works collaboratively with colleagues in a team environment.

APPLICATION PROCESS:

Qualified applicants should email a resume to: HR@azkidney.org with the subject header: Donor Relations Coordinator Position. Cover letters are encouraged. No phone calls, please.

NKF AZ is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation, or any characteristic protected under applicable law.

About the NKF AZ | The National Kidney Foundation of Arizona is a statewide non-profit foundation dedicated to providing education about Chronic Kidney Disease (CKD) and helping kidney disease sufferers overcome the medical, financial and logistical challenges of CKD. This year, the Foundation commemorates its 60th anniversary of providing dynamic programs, direct patient support, kidney health initiatives and organ donation awareness. For more information, visit www.azkidney.org.