

## GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

### Position Description

**POSITION:** Development Administration and Operations Specialist

**REPORTS TO:** Director of Development

**PURPOSE OF POSITION:** To ensure all aspects of fundraising processes and development department operations run efficiently and effectively.

#### **SPECIFIC DUTIES:**

- Maintain the integrity and accuracy of the department's donor database, DonorPerfect. Design and run easily accessible filters and reports through DonorPerfect.
- Create and maintain weekly reports tracking department's progress towards goals. Gather necessary updates needed for board meetings. Work with the department to write board updates and meeting notes.
- Generate lists for cultivation letters, thank-a-thons, annual report, holiday cards, and other Development materials. Update and maintain Development's publication "bank".
- Acknowledge donor contributions by drafting, editing, copying, and mailing letters based on the donor gift and classification. (Donor contributions include: foundation, corporation, major gifts, memorial, scholarships, and United Way).
- Create and keep current database, gift acceptance policy and operations manual for the Development department.
- In consultation with other fundraising staff, establish policies and procedures to create, document and maintain an effective prospect/donor management and tracking system.
- Initiate and implement effective planning, scheduling, and control of work flow, and gift processing through quality management, production management, accounting, and other functions as they affect the organization.
- Ensure that checks and required documentation are entered into DonorPerfect and routed directly to the Finance department in a timely manner. Notify Grants or Major Gift Officers of checks, grant agreements, grant reports, or other grant requirement forms that are received. File all essential gift documentation as required for the annual audit.
- Perform monthly revenue reconciliations with Finance department to ensure consistent and accurate gift accounting.

- Process all donor related program applications such as the Council's annual United Way membership, donor matching gift, and volunteer hour applications. Work to accurately record and update all pledges and contributions, and periodically update Annual Giving Specialist on status.
- Maintain calendar of funding dates and department calendar.
- Update donor files in DonorPerfect to include recording all correspondence (actions), contact information, mailing codes, and notes.
- Prepare reports and letters ensuring accuracy, efficiency and a high degree of professionalism.
- Identify overdue pledges and work with Director of Development to remind the donor.
- Interact with volunteers as necessary.
- Assist Director of Development in routine activities, special Development projects, and other business support duties as assigned.
- Participate in council wide data entry projects, and other projects as needed.
- Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree or equivalent related work experience.
- Excellent written, verbal and interpersonal communications skills.
- Excellent attention to detail.
- Ability to plan and implement operation strategies.
- Demonstrated ability to handle multiple projects simultaneously.
- Ability to interact in a professional manner with the public, volunteers, and staff of all levels (including senior management).
- Proficiency in Microsoft Office 2013, specifically Microsoft Excel.
- Knowledge and aptitude with DonorPerfect preferred.