



*As a collaborative of congregations united in action, we create homes and advance equitable housing.*

## **Donor Operations Associate**

### **The Organization**

Beacon Interfaith Housing Collaborative has a vision that 'all people have a home'. We are a collaborative of congregations who together build affordable and supportive housing, shelter families, and organize to impact housing policy. Beacon is a unique organization – an experienced nonprofit housing developer leveraging the power of congregations to create the public will needed to build and sustain affordable housing. Our focus is on households who make less than \$25,000 a year, and those who are experiencing homelessness.

The Beacon office is located on University Ave & 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out [www.beaconinterfaith.org](http://www.beaconinterfaith.org).

### **The Position**

The Donor Operations Associate will complete data entry, gift entry and reporting tasks, which support Beacon's ability to build and maintain supporter relationships.

This is a part-time position (30 hours per week), and is eligible for health benefits, our retirement plan, and paid-time off. The annual salary range for this position is \$24,000 - \$30,000/year.

### **Duties and Responsibilities**

#### **Gift Processing**

- Responsible for entering gifts and pledges within timing standards
- Identify and assign allocations and restrictions as needed
- Process personalized acknowledgement letters to donors
- Process credit cards, online gifts, matching gifts, etc.
- Initiate & review entry batches in Raiser's Edge that integrate with financial system (Financial Edge)

**[www.beaconinterfaith.org/careers](http://www.beaconinterfaith.org/careers)**

**@BelieveInHome**

## **Data & Database Management**

- Maintain the Raiser's Edge database (hosted by Blackbaud)
- Update and enrich donor & credit card data through scheduled routines including clerical calls to donors to update giving information
- Import and export data as needed
- Review and scrub data for accuracy & consistency
- Update donor information in database following communication of changes, subscribe/unsubscribe, data clean-up, etc.

## **Reports & Queries**

- Generate reports of fund-raising and organizing activities
- Run reports & export queries of current and potential constituents
- Query lists for mailing/email
- Complete monthly processes for pledge reminders and renewal appeals

## **User Management & Support**

- Set up and orient new users and assist in administering security settings
- Maintain Standard Operating Procedures (SOP's) for data entry and reporting tasks
- Monitor upgrades to the system and communicate changes and enhancements to users as appropriate

## **Miscellaneous**

- Answer phones as time allows.
- Develop & maintain productive, positive working relationships with other staff members
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age
- Work within organizational policies, governmental regulations, and the law.
- Perform other tasks, responsibilities, and projects as assigned or directed.

## **Qualifications**

- Proficiency with donor database (or similar) - experience with Raiser's Edge a "plus"
- Skills with Microsoft Office Word & Excel
- Query and reporting skills
- Attention to detail/accurate
- Strong planning and organizational skills
- Effective oral, written and interpersonal communication skills, including ability to write procedures & create documentation
- Ability to maintain strict privacy & confidentiality of sensitive information

**[www.beaconinterfaith.org/careers](http://www.beaconinterfaith.org/careers)**

**@BelieveInHome**

***If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at [www.beaconinterfaith.org](http://www.beaconinterfaith.org). Please submit a resume with cover letter to [HR@beaconinterfaith.org](mailto:HR@beaconinterfaith.org).***

***Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that “All people have a home”. Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.***

**[www.beaconinterfaith.org/careers](http://www.beaconinterfaith.org/careers)**

**@BelieveInHome**