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## JOB DESCRIPTION

**TITLE:** Stewardship and Information Administrative Coordinator

**REPORTS TO:** Senior Philanthropy Manager

**POSITION SUMMARY:** The Stewardship and Information Coordinator is responsible for maintaining accurate and consistent donor information and analytics, ensuring timely stewardship activity to donors, research donor prospects. Provide quality administrative and project support and work within the team to continue to build a consistent message of philanthropy throughout the Council.

**SKILLS:**

- Highly organized with attention to detail
- Excellent customer service skills
- Ability to multi-task, with the flexibility to work with a variety of people
- Strong communication skills, both written and verbally
- Problem solving and analytical skills
- Ability to work independently and also collaboratively
- Positive attitude

**ESSENTIAL DUTIES:**

- Responsible for all aspects of data entry in Raiser's Edge software including gift entry, donor acknowledgement, record maintenance, and donor analysis.
- Create donor prospect reports with giving history, external giving, and details regarding donors.
- Identify opportunities for donor capacity with existing donors and identify new donors through prospect research.
- Create a platform of philanthropy messaging to be used throughout the year to engage new and existing donors.
- Maintain updated policies and procedures for database standards, operation, maintenance and troubleshooting.
- Reconcile gift processing with council financial records.
- Complete matching gift requests, Combined Federal Charitable campaign requests, and Passthroughs on an ongoing basis.
- Provide administrative support to the philanthropy team.
- Provide courteous, efficient, and knowledgeable customer service to council staff, donors, volunteers, and the general public.

- Actively support the Council's commitment to diversity and equal employment opportunity policy.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Associate's Degree or equivalent combination of education and experience
- 1-3 years' experience in non-profit sector
- Knowledge of Raiser's Edge or comparable donor database system preferred
- Proficiency in Microsoft Office
- Experience in customer service including phone handling skills preferred
- Frequent bending, stretching, and long periods of sitting and typing

JOB CLASSIFICATION: Non Exempt

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies on the basis of their experience, ability and aptitude.



3/12/2018