



# Donor Records & Stewardship Specialist

Salary Range: \$47,000 - \$50,400 annually

## Who We Are

Casa de los Niños is one of the most established and well-respected non-profit organizations in Tucson. We have been helping kids and healing families since 1973. Our services include parent education classes, Foster Care, Parents As Teachers, Behavioral Health, and Nurse-Family Partnership Program!

## Job Summary

The Donor Records & Stewardship Specialist is responsible for maintaining the integrity and accuracy of the Raiser's Edge (RE) gift entry and donor database and the timely acknowledgment of donors. They will support the creation of strategy, plans, and implementation of stewardship activities. The Donor Records & Stewardship Specialist will provide ongoing reporting and analyses of donor and gift activity.

## Essential Duties

- Handles contact with individuals requesting information online or via phone call to the department.
- Manages Raiser's Edge system.
- Enters gifts into the Raiser's Edge database accurately and in a timely fashion.
- Supports the development team in creating and executing the annual stewardship plan to cultivate and engage donors.
- Executes daily and monthly gift reconciliation with Finance Department and financial management of online giving platforms.
- Enters payroll deductions and recurring credit card entries.
- Manages bequest documentation and record-keeping process for the CDLN Foundation.
- Reports and manages the development dashboard.
- Generates and mails gift acknowledgment letters and gift receipts.
- Executes stewardship activities to include mailings, phone calls, and other donor recognition.
- Generates reports and runs periodic analyses to track donor activity.
- Supports front-line fundraisers with donor research and prospecting information.
- Performs other duties as assigned.

## Requirements

- Bachelor's degree in a related field with 0-2 years' experience preferred.
- A High School Diploma or Associate Degree with a minimum of 4 years' experience related
- Requires skills and ongoing training in:
  - Raiser's Edge and NXT.
  - Reporting and database best practice.
  - Donor stewardship best practice.
  - Finance and Accounting as it relates to gift management and reconciling.
- Proficiency in donor database management— Raiser's Edge experience preferred.
- Working knowledge of Microsoft Office.
- Proof of COVID immunization.
- Ability to analyze problems and utilize internal or external resources to offer solutions.

- Excellent attention to detail.
- Versatility, flexibility, and willingness to work in a fast-paced environment.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Must be able to meet training and organization requirements for the position.
- Must foster an environment that is solution-focused, dedicated, and compassionate to support the organization's mission, values, and strategic direction.
- Must exhibit a demonstrated commitment to diversity and inclusion, valuing diverse perspectives and encouraging contributions by all team members.
- Must possess or be able to qualify for and maintain a valid Arizona Department of public safety level one fingerprint clearance card.
- Must possess and maintain a valid Arizona driver's license and be insurable under the organization's automobile policy.

### **Our Mission**

Casa de los Niños promotes child well-being and family stability in our community. We place top priority on hiring and growing a team of knowledgeable, passionate, creative, and diverse individuals who have a strong desire to empower children and families within our community. More information about us and our current job openings is available at [www.casadelosninos.org](http://www.casadelosninos.org). Casa de los Niños is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. All employment is decided on the basis of qualifications, merit and business need. Casa de los Niños is committed to achieving a workplace free of discrimination and harassment. We are dedicated to fostering an inclusive organization, where people thrive by being themselves, and are inspired to do their best work every day.