



POSITION DESCRIPTION

Title:	Development Specialist
Job Status:	Full-Time, Benefits-Eligible
FLSA Classification:	Exempt
Reports To:	Chief Development Officer

Position Summary

The Campagna Center's (TCC) Development Specialist plays a vital role in ensuring that TCC's donors feel good about their giving. He/She will act as the "Front Line" point of contact for stewardship activities and donor requests, always presenting an amicable demeanor, a can-do attitude, and appropriately reflecting TCC's mission and values. The Development Specialist will proactively integrate technology and best practices into our stewardship systems to create efficiencies, promote positive donor relationships, and keep TCC current. He/She is responsible for timely and accurate gift processing, managing donor records, creating and analyzing donation reports, and conducting donor research. He/She will also actively assist in executing dynamic, engaging, and well-managed fundraising events. The Development Specialist will work in tandem with the Chief Development Officer to build a donor-centric department that demonstrates the three A's of stewardship: appreciative, attentive, and accurate.

Primary Responsibilities

Gift Processing and Data Management

- Promptly and accurately shepherd gifts from batching, to data entry, to donor acknowledgment.
- Maintain a Standard Operating Procedure (SOP) manual for gift processing.
- Maintain database integrity.
- Run donor data and gift reports as needed.
- Collaborate with the Finance Department on inter-departmental monthly reconciliations.

Donor Stewardship

- Act as the first point of contact for donors and potential donors.
- Liaise between TCC and the members of the Junior Friends and Supporting Friends, TCC's volunteer fundraising groups.
- Launch, manage, and grow TCC's monthly donor portfolio.
- Manage TCC's workplace giving campaigns.
- Evaluate donor data and donor prospect information to help shape solicitation strategy.

Fundraising Events

- Alongside the Chief Development Officer, plan, orchestrate, and evaluate fundraising events, including Oktoberfest in October, the Scottish Christmas Walk Weekend in December, and the Bright Futures Benefit in June.
- Spearhead event night-of activities, including volunteers, check-in and check-out, and set-up and clean-up.
- Manage the calendar of tasks in preparation for events, as well as the debrief of each event.

General Responsibilities

- Build donor trust through consistent and meaningful engagement.
- Maintain a cordial and professional demeanor with donors, volunteers, and colleagues.
- Maintain the privacy and confidentiality of donor transactions.
- Ask questions, learn new things, and grow with the department.
- Other duties as assigned by the Chief Development Officer, the Chief Financial Officer, and/or the President and Chief Executive Officer.

Required Qualifications

- Two or more years working in the Development department of a community-based nonprofit.
- Two or more years working in the Raiser's Edge database.
- Experience with data extraction and analysis.
- Extremely proficient in Excel.
- Able to multi-task and problem solve.
- Excellent communication skills.
- Able to manage time efficiently.
- Demonstrate close attention to detail.
- Congenial disposition.
- Able to flex schedule, as necessary.
- Able to lift and carry a minimum of 20 pounds.
- Must thrive in a fast-pace environment.