

THE RESURRECTION PROJECT

Job Description



Position Title	Donor Relations Coordinator
Supervisory Relationship	Development Officer
Work Location	1805 South Paulina, Chicago, IL 60608
Organization General Description	<p>After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.</p>
General Job Description	<p>The Donor Relations Coordinator is an integral part of TRP's Institutional Advancement (AI) Pillar. The Coordinator provides support to the pillar to achieve its goals. The Coordinator works in partnership with all members of the Pillar to support the creation and management of a well-coordinated fundraising plan to cultivate and solicit support from individuals and institutions. The Coordinator is responsible for maintaining the donor database and executing the donor acknowledgment process. The Coordinator is also responsible for spearheading key individual giving campaigns (holiday appeal, spring appeal, online campaigns, etc.). The Coordinator will play a key role in a database migration project.</p>
Job Duties and Responsibilities	<p>Data Management</p> <ul style="list-style-type: none">• Supporting the IA team to successfully transition data to a new Customer Relationship Management (CRM) database including attending all CRM meetings, and ensuring the integrity of the data transfer through management of existing database.• Accurately manage TRP's donor database, including gifts and contact information, and coordinate revenue management with Accounting.• Update grant and solicitation calendars and tracking tools.• Support monthly and annual departmental budgeting and reporting. <p>Gift Processing</p> <ul style="list-style-type: none">• Execute the donor acknowledgment and recognition process, including writing, producing, and mailing thank you letters, and coordinating all donor recognition with Marketing.• Design and run pledge and gift summary reports. <p>Appeals</p> <ul style="list-style-type: none">• Lead all direct mail appeals.• Stay informed on key trends, reports, and studies that are relevant to TRP's work.• Support the production of communication and marketing materials for the department and organization as appropriate.• Work with TRP's board of directors and other leadership groups to engage, train, and involve them in fundraising strategies. <p>Operations</p> <ul style="list-style-type: none">• Manage volunteer inquiries and liaise with other departments.

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- Assist in the implementation of the departmental work plan and achieve annual departmental goals.
- Support logistics for site visits and volunteer committee meetings, including food orders, room reservations, confirmations, minutes and note-taking, and occasionally some donor follow up.
- Write complex documents such as case statements, solicitation materials, proposals, reports, and other relevant documents.
- Assist with the planning and implementation of events (fundraising, media, volunteer, etc.) to support departmental goals.
- Support the department by providing research on prospective funding opportunities.
- Actively participate in cross-departmental projects.
- Maintain required job skills and core professional competencies.
- Travel as necessary to develop relationships with co-workers and external funders and partners.
- Manage assigned interns.
- Other duties as assigned.

Performance Measures

- Achieve annual fund revenue goals.
- Achieve annual fund donor base goals.
- Achieve annual fund proposal submission goals.
- Submit proposal and reports in a timely manner.
- Develop relationships with peers, funders, community residents, and partners.
- Participate in require meetings and programs.
- Meet professional development goals.

Essential Knowledge and Skills

Education: Bachelor's Degree required.

Experience: Candidates must have a:

- Knowledge of fundraising strategies and techniques.
- Proven ability to meet or exceed goals.
- Strong skills in project management and a passionate attention to detail.
- Excellent written and verbal communication skills, with an emphasis on compelling and concise writing.
- Strong computing skills with master of Microsoft Word, Excel, PowerPoint, and other programs such as Adobe.
- Ability to think critically and strategically about the tracking and management of data.
- Willingness to learn and stay informed about the issues addressed through TRP and actively engage in the community TRP serves.
- Willingness to practice the guiding principles of the organization, adhere to TRP's policies and procedures, and maintain highest ethical standards.
- Database experience with eTapestry and/or Salesforce a plus.
- Bi-lingual Spanish-speaking candidate a plus.

Special Working Conditions and Demands

- Must be able to work some evenings and weekends.
- Ability to drive and travel occasionally within city and suburbs.

Position Classification

Full-Time, Exempt

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Preparation Date 10/6/17

Statement of Equal Opportunity The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions Please send resume and cover letter by email or mail. No phone calls please.

Contact Information Email: trpjobs@resurrectionproject.org
Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608