



Donor Care Specialist Water.org

The Donor Care Specialist will further the cause of Water.org's mission by processing donor gifts, completing compliance reporting and actively participating on the Finance and Administration team. The position is located in Kansas City, Missouri and reports to the Director of Finance and Administration.

SPECIFIC AREAS OF RESPONSIBILITY INCLUDE:

Gift Processing and Donor Care

- Prepare daily gift batch entry in fundraising software, Raisers Edge.
- Processing daily online gifts through NetCommunity and Raiser's Edge.
- Prepare gift acknowledgement letters, receipts, honor/memorial cards, and other gift related correspondence with donors.
- Manage and process gifts from various third-party and workplace giving programs (FirstGiving, Network for Good, Combined Federal Campaigns, etc.).
- Provide and coordinate administrative support to all aspects of the fundraising program, including telephone calls, personal contact, e-mail, and responding to donor inquiries.
- Manage the donor pledge program, track outstanding pledges, and monitor pledge payment activity.

Database Management and Reporting

- Create and maintain donor profiles and the donor database; ensure quality of donor information within the Raiser's Edge database.
- Maintain and execute Donor Care Plan, including maintenance of donor database, creation and tracking of required Actions and Reports due for donor and grant reporting.
- Using Raisers Edge and Excel, prepare routine and special queries for reports and analysis of events, donor and fundraising activity. Run reports to obtain and analyze general or specific information to support fundraising and donor care activities. Provide statistical data to assist in monitoring and evaluating fundraising activities.

Compliance Reporting and Accounting Support

- Complete annual State Charitable Solicitations, Federal/State workplace giving applications and renewals and periodic governmental reports.
- Maintain online organizational profiles (e.g., Guidestar, Greater Kansas City Community Foundation, Global Giving, etc.).
- Process, code, input and reconcile weekly accounts payable invoices, including general ledger and project coding.
- Reconcile Raiser's Edge activity to general ledger, and balance sheet accounts to sub-ledgers.

Other Skills

- Ability to manage multiple projects simultaneously and efficiently, meeting all related deadlines.
- Ability to plan, prioritize, coordinate and manage work in a highly productive manner.
- Ability to work unsupervised and to make decisions and solve problems independently, effectively and creatively.
- Commitment to ethical standards.

Qualifications:

- Self motivated with excellent organization skills.
- Strong computer skills, including Microsoft Office 2010 and database management.
- A minimum of two years professional experience in a business office environment.
- Strong verbal and written communication skills.
- Knowledge of Raiser’s Edge donor management software preferred.
- Bachelors Degree preferred.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, and a retirement program. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

Application Information

Please go to <http://careers.water.org> to apply. Resumes will be reviewed as they are received.

NO PHONE CALLS PLEASE

Deadline: None, Position Open Until Filled.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief, or sexual orientation.

About Water.org

Water.org (formerly WaterPartners International) is a dynamic, rapidly growing international organization addressing the global water supply crisis. We are committed to providing clean drinking water to communities in developing countries. Working in partnership with donors and those in need of safe water, we have helped people around the world develop accessible, sustainable, community-level water supplies. With increasing support from foundations, government and individuals, revenues are forecast to exceed \$6 million per year, providing the opportunity to greatly expand partner projects. Our offices are located in Kansas City, Missouri. You can learn more at www.water.org.