



Position Title	Donor Stewardship Coordinator
Immediate Supervisor	VP Resource Development
Work Schedule	Monday – Friday, hybrid work schedule is available
Position Status	Full Time Exempt Position

Chapman Cultural Center is a mission-driven organization dedicated to supporting arts and cultural activities for all Spartanburg County residents. As a people-first organization, we prioritize staff well-being, work/life balance, and inclusivity. Driven, motivated, and passionate, staff works collaboratively across departments and within the community to further our mission of a full creative life for all. We encourage applicants interested in fundraising/development, supporting the artist community, working in a collaborative space, to apply.

www.chapmanculturalcenter.org

Primary Position Description

The Donor Stewardship Coordinator is responsible for all administrative support of the fundraising activities of Chapman Cultural Center. This position includes primary oversight of the donor database, generation of all fundraising reports, and assisting with all mailings. The Donor Stewardship Associate oversees the integration of records from the ticket office, database record management, and interacts regularly with the Finance Director to ensure clean financial data. This position works closely with the VP Resource Development and all development staff in the execution of cultivation and solicitation of corporate, individual and foundation gifts. An ideal candidate would be someone who thinks creatively, with strong problem-solving skills and an interest in data.

Description of Work/Primary Job Factors:

Database Management

- Utilize Blackbaud Raisers Edge software and Target Analytics to support strategic donor cultivation and solicitation and to prepare campaign management reports, campaign forecasting, prospect tracking, etc
- Insure accurate and timely gift record-keeping, management of database, and all records, files, gift processing, pledge reminder and donor acknowledgements
- Post daily pledges/gifts/grants/payments to Raisers Edge database
- Maintain data in Raisers Edge by running various clean-up queries and manually adjusting data or merging/purging records
- Generate email lists from Raisers Edge for Constant Contact emails
- Coordinate with financial team members to reconcile information between Raisers Edge and Financial Edge monthly
- Prepare all necessary fundraising reports

Stewardship and Donor Relations

- Responsible for all donor acknowledgements and assists with regular donor ‘touches’

- Assist VP Resource Development in executing annual donor stewardship events
- Generate invoices for pledged gifts and mail at least quarterly
- Assist in the execution of all United Arts Fund collateral including brochures, online giving campaigns, direct mail solicitations, etc
- Coordinate the printing, production, and mailing of all United Arts Annual Fund direct mail appeals, monthly anniversary letters and annual corporate grants and requests

Other duties

- Help schedule lunches, meetings, and appointments with staff, donors, supporters, constituents, and networking contacts
- Assist with creating documents, spreadsheets, and presentations, and proofread correspondence, reports, or other data to identify errors
- Identify project, grant, or other deadlines and work to help the President and development team meet them
- Provide administrative and event support to Trustees
- Schedule all Board of Trustee and Executive Committee meetings, including orientation for new board members plus some Committee meetings as directed by President
- Prepare Agenda and send reminders 10 days prior to a meeting and include appropriate minutes, financial statements, and other meeting reports
- Attend all Board or Executive Committee meetings and take meeting minutes

Competencies

- Bachelors degree preferred, Associates degree in a related field or 4 years related work experience accepted
- Proficiency with data entry, queries, exports, reports, batch gift entry, conditional mail merges, and database clean-up
- Demonstrated ability to use a variety of software applications, especially Microsoft Word, Excel, PowerPoint, and Outlook
- Knowledge of basic accounting principles
- Highly organized and detail-oriented with ability to prioritize tasks as needed
- Must be able to work independently, and handle confidential information and navigate sensitive situations
- Organized, efficient, and detailed oriented

Physical requirements: 8+hrs of sitting, walking, talking and listening. Able to lift up to 25 lbs. Close vision to read monitors. 7+ hours of computer work per day

Pay: \$38,000-\$40,000 FT

Benefits: Health insurance, 401K matching plan, PTO accrual package, generous holiday pay, and flexible work schedule

If you are interested in applying for this position, we ask that you send your resumes with cover letter to LOconnell@Chapmanculturalcenter.org. Resumes will be accepted until position is filled. We are announcing a preferred submission date of Oct 3, 2022.

Chapman Cultural Center is a welcoming an inclusive environment and value a broad range of perspectives and backgrounds.