



## **Gift Entry and Donor Records Specialist**

The American Chestnut Foundation is seeking a Gift Entry and Donor Records Specialist. Manage daily gift deposits and processing of gift batches in DonorPerfect, production of gift receipts, individualized acknowledgement letters, posting batch reports in accordance with donor acknowledgement timelines. Assist the Membership Coordinator in data analysis, maintaining data integrity and adding new data to the database. This position is part-time (20 hours per week) and reports to the Vice President of Operations, Betsy Gamber.

### General Duties:

- Answer phones
- Process mail
- Process donor gifts into DPO and work with Accountant to reconcile reports.
- Produce gift receipts and individualized acknowledgement letters of all gifts received in a timely and accurate fashion.
- Add new constituent records to the database as needed, analyze information and populate all appropriate data fields where information is available.
- Develop and mail appropriate acknowledgement letters:
  - Develop major donor letters for CEO signature
  - Renewal thank you letters for Membership Coordinator signature
- Perform related duties as assigned.

### Knowledge Of:

- Working knowledge of database software required.
- Relational database systems preferred.
- Financial and statistical record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Experience with DonorPerfect fundraising software, a plus.

### Requirements/Qualifications:

- College diploma with experience working in a business/fundraising office, or equivalent combination of experience and education may be considered.
- Strong attention to detail, accuracy, and dependability.

### **How to Apply:**

Candidates should email a resume and cover letter by February 2, 2012 to [betsy@acf.org](mailto:betsy@acf.org)

**[www.acf.org](http://www.acf.org) • [chestnut@acf.org](mailto:chestnut@acf.org)**

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