



Donor Information Manager

The Donor Information Manager supports the mission of Bishop Chatard High School by managing the comprehensive donor database and, therefore, supports the advancement department's efforts to meet the financial goals necessary to fulfill the mission of the school. The position reports to the executive director of development.

Catholic Mission

Working with the executive director of development to integrate the Catholic mission and identity into all fund development activities.

Database:

- Post all gifts (Annual Fund, Capital Campaign, Special Events, Memorial, Campus Ministry, et.al.) in Raiser's Edge per 48-hour business day policy.
- Deposit and record all cash and check donations per 48-hour business day policy.
- Prepare, approve, and process electronic funds transfer files.
- Process all stock donations in conjunction with the executive director of finance and clearinghouse.
- Process and acknowledge monthly credit card pledges.
- Send pledge reminder notices.
- Oversee matching gift and gift-in-kind processes.
- Generate annual fund and capital campaign pledge acknowledgments.
- Administer all write-offs.
- Prepare, copy, send and file thank you letters.
- In coordination with the alumni office update alumni records in the database
- In coordination with the enrollment and guidance office update information of new families in the database
- Assist in the facilitation, organization, and coordination of all fundraising efforts.
- Facilitate, organize, and coordinate all wealth screenings.
- Facilitate, organize, and coordinate the updating of all information in the database.
- Organize and prepare all necessary donor lists for solicitation efforts.
- Recognition program of various societies (Ave Maria, recurring gifts, etc.) as appropriate for each group, including in the annual report
- Prepare and manage volunteers and/or students as needed with any database work for events, programs, and updates.
- Manage bidding software relationship for Chatard-A-Bratton or as needed.
- Provide annual analysis for events and appeals via comparative reports and RE Net Community

Administrative

- Acting member of the Advancement Team
- Raiser's Edge training for various fundraising appeals and events such as Chatard-A-Bratton and Walk-a-Thon
- Additional projects and tasks as assigned by the executive director of development.

Requirements

- Bachelor's degree required.

- Maintain confidentiality of sensitive information
- At least 1 year experience with Blackbaud and Raiser's Edge management software or equivalent software
- Willingness to work with a team.
- Strong communication and people skills are a necessity.