

Job Title: Database & Gift Processing Specialist
Organization: Bridgeport Rescue Mission
Location: 725 Park Avenue Bridgeport, CT 06604
Reports to: Director of Development
Employment Type: Full-time, Exempt (No Remote)
Salary Range: \$45,249.15 – \$54,493.61 based on experience

Donor Management Specialist

At Bridgeport Rescue Mission we provide vital services to men, women, and children facing hunger, homelessness, and addiction, offering help to heal and return to the community whole. Our mission is to fight poverty from the inside out, embracing people with compassion of Christ, offering hope and healing for a changed life. Bridgeport Rescue's vision is to excel in providing food, shelter, clothing, education, job training, and counseling to neighbors in need. Here at Bridgeport Rescue Mission, we take pride in creating employment opportunities for individuals to continue to grow their career and achieve individual development goals. This Donor Management Specialist position will provide the opportunity to manage impactful daily operations and projects that will achieve significant returns for Bridgeport Rescue Mission.

Position Summary:

Responsible for the coordination of all processes and aspects of the BRM Donor Management systems (CRM system is Donor Perfect) and help assure that the Mission provides spirit-filled donor relations and donor appreciation to all supporters of Bridgeport Rescue Mission.

Position Responsibilities:

Financial Gift Input and Processing

- o Process daily deposits of contributions
- o Pick up mail daily from the Post Office, process, balance, and make the daily bank deposit
- o Run and post daily income report and share weekly and monthly with Director of Development and the Director of Finance and Operations
- o Receipting and recording daily transactions from BRM donors
- o Input journal entries for all gifts received into database.
- o Execute thank you receipt letters within 24-48 hours of the receipt of the gift
- o Recommend thank you letter edits for all types of thank you letters
- o Assure all soft gifts and matching gifts are properly recorded in Donor Perfect

- o Execute receipt notifications for Matching Gifts to the company and the donor
- o Execute annual receipt reports by 1/31 for all donors
- o Work closely with Finance and Auditors during annual auditing process to produce the necessary information and Income statements.

Welcome Package for first-time donors

- o Manage first-time donors process, assuring new records are accurate, properly, and personally thanked via mail receipt, handwritten notes, email, and personal phone calls.

Database Oversight and Integrity

- Become proficient in donor databases and determine ways to save time using new functionality.
- Train and update team on news systems and functionality
- Evaluate and ensure integrity of data regularly. Develop a system to analyze and update data for Duplicate Accounts and other needed database efficiencies
- Ensure all gifts are coded correctly, work with the Director of Development and the Director of Finance and Operations to develop a new streamlined system of coding incoming gifts
- As appropriate, participate in conferences/training to grow knowledge of database management

Report on Management

- o Improve proficiency in understanding how to generate queries and reports for agency and executive team use
- o Become the resource for the Development Team and for Director of Finance and Operations for all reporting
- o Provide monthly and special project reporting support to the Director of Finance and Operations and coordinate with the finance team to assist with reconciliations and proper accounting for all gifts

Gift-in-Kind

- o Oversee process and ensure quality of receipting throughout the Mission continues to improve
- o Watch for things happening around the Mission and ensure gift-in-kind is accounted for, i.e., car donations, tree removal services, office furniture donations, etc.
- o Ensure that we are current with gift-in-kind entry weekly.

o During peak holiday periods, ensure we are current by the end of each month

Administrative

- Organize workflow associated with gift entry, gift-in-kind data entry, receipting, thank you letters and welcome letters
- Answer and return telephone calls and emails from donors.
- Manage and respond to daily inquiries and questions from donors and supporters who have questions about previous gifts or potential future gifts.
- Help the Director of Finance and Operations develop team and organizational processes to help streamline and bring organizational efficiency

Benefits Include:

- Competitive salary - \$55K-\$60K (based on experience)
- Health, dental, and vision insurance
- Paid Time Off
- Retirement plan option

Email resume to **humanresources@brmct.org**