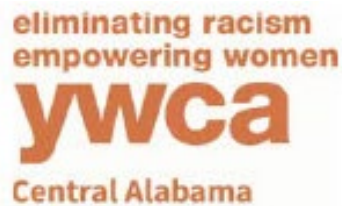


Development Specialist

YWCA Central Alabama

Date Posted: February 26, 2019



Position Summary:

The Development Specialist is responsible for managing donor databases and correspondence to support the communications and fund development team.

Primary Responsibilities:

- Administrator for Raiser's Edge, the YWCA's donor database
- Record and acknowledge all gifts within 48 hours of receipt
- Prepare development correspondence and thank you letters for donations to annual giving programs and special events
- Reconcile database gift entries with accounting department
- Generate giving reports and compile statistical information for all special events and year-end processing
- Manage all individual and corporate pledges and conduct monthly billing
- Code constituents, including guest lists for special events, in Raiser's Edge
- Generate solicitation lists
- Manage sponsorship requests for events
- Support development strategy
- Perform administrative duties as required for the development office
- All other duties deemed necessary for the team and YWCA

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office Suites: Word, Excel, PowerPoint, and proficiency in Adobe Creative Suite
- Raiser's Edge experience a plus
- Knowledge of office practices and procedures
- Strong written and oral communication skills
- Strong analytical skills
- Ability to work under pressure with multiple tasks and priorities
- Ability to work independently and with teams as necessary

Qualifications:

- Bachelor's degree preferred
- Driving record acceptable to insurance carrier
- Background check is required

Qualified candidates, please send cover letter and resume to Erica Sellers at esellers@ywcabham.org.