[Annual Giving and Data Coordinator](https://lsiowa.applicantpool.com/jobs/300767.html%22%20%5Ct%20%22_blank)

* Philanthropy & Church Relations
* Des Moines, IA, USA
* Full Time

*Total Compensation Package*

Are you looking to make a meaningful and important impact through your professional work?

For over 150 years, Lutheran Services in Iowa (LSI) has a legacy of compassionate service to vulnerable people whose lives have been changed in countless ways. This impact and legacy is made possible by the commitment of dedicated and competent staff who partner with individuals, churches, and other funders and ministry partners who have mutual respect and purpose.

LSI seeks a competent and mission-focused fundraising professional to serve as a full-time **Annual Giving and Data Coordinator** based in its Des Moines office.

Mission:

Lutheran Services in Iowa responds to the love of Jesus Christ through compassionate service.

DUTIES

The Annual Giving and Data Coordinator is responsible for coordinating the annual giving campaign plan and direct mail program, and managing the philanthropy database. Acts as a primary liaison with the Marketing and Communications team and generates ideas for successful, ongoing donor communication and stewardship. Provides support to the philanthropy staff by generating reports, analyzing data, conducting prospect research, ensuring staff are trained in proper use of the database, and developing and implementing policies to guide data entry. Ensures effective, accurate, and thorough data is maintained for donors, churches and other philanthropy constituents. Coordinates annual staff campaign and manages data entry and reporting for Board and special campaigns (capital or endowment).

QUALIFICATIONS

Bachelor's degree with a minimum of three years of annual giving program and database experience or an equivalent combination of education and experience. Experience with direct mail fundraising, working with fundraising databases and Microsoft Excel is preferred.

Requires: Acceptable driving record, valid driver's license and vehicle insurance to meet agency requirements. Ability to pass extensive background checks.

LSI offers a competitive salary and benefit package including paid time off, health, dental, life, and vision insurance, 401(k).

LSI promises a challenging and exciting workplace. Consider joining our team of professionals who are People focused, Results driven.

**TO APPLY**:  Visit <https://lsiowa.applicantpool.com/jobs/300767.html> or visit our website and career page at <https://lsiowa.org/>  EOE