

# SUSQUEHANNA NATIONAL HERITAGE AREA

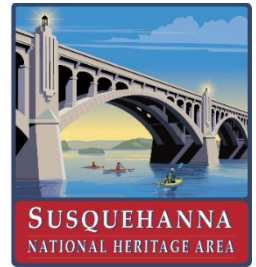
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## POSITION DESCRIPTION

### COMMUNITY GIVING COORDINATOR

Reports to: Senior Director of Community Giving

Employment Status: Year-round, part-time non-exempt regular employee position



**POSITION SUMMARY:** The Community Giving Coordinator is an essential member of a team dedicated to connecting people with local stories, places, and landscapes of national importance. This role advances the mission of the Susquehanna National Heritage Area by supporting fundraising operations.

Working closely with the Senior Director of Community Giving, this position contributes to all aspects of fundraising, with primary responsibility for donor database management, donor communications, select written solicitations, donor cultivation and stewardship, and support for special events. Success in this role requires thoughtful development and maintenance of the donor database, with a strong emphasis on accuracy and attention to detail.

### RESPONSIBILITIES

#### Fundraising Database Management

- Maintain primary responsibility for data integrity within the fundraising database.
- Develop and maintain complete and accurate donor profiles, including biographical and financial information, through timely gift entry, acknowledgements, and related communications.
- Establish and follow a consistent schedule for all gift acknowledgements, including those for individuals, corporations, EITC contributions, and sponsorships.
- Produce donor and fundraising reports to track progress toward financial goals.

#### Donor Communication

- Maintain and regularly update mailing lists across all donor categories within the donor database.
- Periodically create targeted donor email communications.
- As needed, draft solicitation, stewardship, and acknowledgement correspondence.
- Help draft and distribute mass communications through email and social platforms.

#### Annual Fund

- Maintain annual fund donor lists and identify new donor prospects from events, programs, and organizational activities for future solicitation.
- Assist in preparing and coordinating all annual fund giving opportunities, including Extra Give, Give Local York, board giving initiatives, and higher-level donor circles.
- Collaborate with the senior director, staff, and board members, to implement the annual fund including mailings and other solicitation formats.

#### Special Events

- Collaborate with the senior director to develop sponsorship prospect lists.
- Assist in the development of sponsorship packages.
- Coordinate sponsorship fulfillment in partnership with internal departments.
- Provide planning, on-site, and administrative support for special events as needed.

#### Research

- Conduct donor research and help identify prospective donors using the donor database as a tool for tracking.
- Research, compile, proofread, and edit correspondence, documents, and reports for department leadership, senior team members, and board of directors as needed.

## **QUALIFICATIONS**

- Computer literacy, including donor databases, websites, social media, and software tools.
- Database management and/or fundraising experience.
- Ability to work independently and also as a team member.
- Ability to prioritize tasks to meet or exceed fundraising goals.
- Excellent communication skills including written, and interpersonal relationships.
- Work effectively with organizational donors being sensitive to confidential information.
- Flexibility, professional manner, cultural sensitivity, and friendly, problem-solving personality.
- Assist where needed to achieve organizational goals.
- Valid Pennsylvania driver's license and ability to travel using own vehicle.

## **ORGANIZATIONAL EXPECTATIONS**

This organization has high standards for personal behavior. We must continue to earn the trust and respect given to us by our supporters and expected from us by those we serve. We are ethical. We always strive to do the right thing. We are respectful. We apply the Golden Rule in all our external and internal relationships. We are reliable. We can be counted on to do what we have promised. We try to exceed expectations.

## **DIVERSITY AND EQUAL OPPORTUNITY**

SNHA is committed to creating a diverse environment and is proud to be an equal-opportunity employer. We respect, encourage, and seek to enhance diversity among our staff, Board of Directors, partners, and volunteers and view such diversity as a strength. SNHA does not discriminate based on age, gender, sexual orientation, religion, national origin, marital or familial status, political beliefs, disability, race, or color.

## **EMPLOYEE BENEFITS**

This position is budgeted for 30 hours per week. SNHA will show as much flexibility as possible in setting a schedule, but hours generally would be Monday to Thursday, 9 a.m. to 5 p.m. Part-time employee benefits include:

- 10 paid holidays based on regular work schedule, after 30 days of employment.
- Simple IRA retirement plan with 3% employer match contribution beginning January 2027 (subject to annual review and funding.)

## **SALARY**

This position is budgeted for 30 hours per week at \$22 per hour.

## **APPLICATION INSTRUCTIONS**

Submit résumé and cover letter to Alene Wilmoth, VP of Finance & Operations by email ([awilmoth@susqnha.org](mailto:awilmoth@susqnha.org)) and address all professional and personal experiences relevant to this position.

## **TIMELINE**

Applications will be accepted until 5pm on January 5, 2026. This position is anticipated to begin in early February.