

Community Action Center

Donation Coordinator - job description

Job Title: Donation Coordinator

Reports to: Executive Director

FLSA Status: Hourly, non-exempt

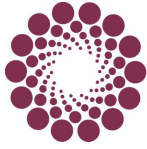
Hour Status: 20-40 hours, may include some nights and weekends

Organization – The mission of the Community Action Center (CAC) is to promote a healthy, caring, and just community for all people through resources, advocacy, and volunteer effort. A community-based, non-profit, human services organization, the CAC provides and advocates for the basic needs of people and families throughout Rice County. Its services and programs create a robust safety net for low-income families. These services include food access, housing, employment services, clothing, emergency assistance, youth services, transportation, health care, and more. CAC provides a drop-in resource center where immediate response and support is available. Its thriving and abundant food shelves serve fresh, healthy, and culturally relevant food to thousands of individuals each year. CAC owns and operates multiple housing projects, spanning from emergency shelter to permanent supportive housing. These housing programs include ongoing intensive case management services with tenants. Partnerships with local employers allow CAC to connect individuals to job opportunities and enhance job skills. Additionally, CAC’s retail clothing store provides the entire community access to affordable clothing.

CAC’s resources and staff are part of the community and include partnerships with schools, businesses, faith communities, and other organizations. This extensive local network allows CAC to pursue community-engaged solutions, prioritize partnerships, and collaborate with thousands of volunteers. Currently, CAC is looking for a **Donation Coordinator** to help support the community responsive work of CAC in Rice County.

Job Summary – CAC strives to be a trauma responsive organization, going beyond just recognizing the effects trauma has on individuals, families and our society as a whole, to actively attempting to lessen the impact of trauma in the lives the organization touches. Being Trauma Responsive means believing that people can adapt, heal and even grow from traumatic experiences through repeated experiences of feeling safe, connected and in control—over and over again.

The position of **Donation Coordinator** will coordinate the collection, reporting, and analyzing of donation data across the organization. The **Donation Coordinator** will enter and maintain the content, integrity, and accuracy of donors and gift records in CAC’s donor database which includes demographic information, gifts, pledges, and various other database records. The Donation Coordinator will work closely with the Executive Director and other administrative team members. This position works primarily within CAC’s donor data system, ensuring data quality, while also preparing custom thank you letters to donors.



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Responsibilities and Duties – CAC’s success is based on the flexibility of its staff and volunteers to dynamically adjust to meet the needs of the community. The primary responsibilities for this job include:

Donor Data Administration

- Input donor information into Salesforce database
- Reconcile accounts with third party platforms or groups such as Venmo, Give MN, etc.
- Generate thank you letters to donors
- Process check donations, stocks, and pledges
- Assist with mass mailings and electronic communications
- Pull reports for outstanding payments or pledges
- Ensure safety, integrity, and confidentiality of donor data
- Support projects that require data collection and evaluation for internal and external use

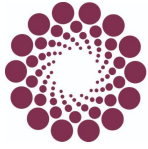
Qualifications – CAC is committed to finding the right person for the position. Ideal candidates will possess many of the following qualities:

- Bachelor’s degree in a relevant field, such as program evaluation, OR demonstrably equivalent knowledge gained through alternative courses of study and life experience
- Demonstrated ability to manage databases for routine operations
- Minimum of 5 years or work experience in database management and evaluation activities
- Spreadsheet proficiency (Excel, Google Sheet, etc.)
- Familiarity using Salesforce database preferred
- Flexibility to work occasional nights or weekends to meet the needs of the organization
- Ability to pass required background check

Compensation – The position is designed as a full-time, 40 hour/week, non-exempt position. Starting hourly wage will depend on experience and qualifications, with a starting range of \$19-\$23/hour plus benefits (including a stipend for health care). Some components of the position may require occasional night or weekend hours. CAC offers flexible work arrangements, professional development opportunities, and a chance to creatively build and implement innovative ideas.

Equal Opportunity – CAC is an equal opportunity organization. CAC believes that the most efficient and effective workplaces include employees from diverse backgrounds. We strive to create a work environment where all employees and individuals, regardless of race, creed, color, religion, sex, national origin, age, marital status, political affiliation, sexual orientation, gender identity, disability, public assistance status or veteran status, can succeed and make an impact in the community.

Application and Hiring Process – CAC will be interviewing on a rolling basis until the position is filled. Initial applications will be reviewed beginning Friday, January 14, 2022. To apply, please submit a cover letter, resume, and contact information for three professional references to employment@communityactioncenter.org. Inquiries and questions can be sent to this e-mail address or by contacting CAC’s Executive Director, Scott Wopata, at 507-581-3953.



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