



TESSA JOB DESCRIPTION

JOB TITLE:	Donor Relations & Grant Assistant
REPORT TO:	Community Engagement Manager
TIME REQUIREMENT:	Full-Time (Non Exempt)

SYNOPSIS: The Donor Relations & Grant Assistant is responsible for assisting the Development Team in implementing fund development activities to include CRM software management, donor tracking, and donor communications as well as assist in grant tracking and reporting. The Donor Relations Coordinator will provide support to and work in collaboration with the Development Team. This position requires strong organizational skills and an ability to prioritize as well as multi-task. Fund development and donor cultivation is essential to the overall success of the organization and therefore it is imperative that the person in this role be dedicated to providing the support needed by the Development Team to assist in securing the resources necessary for providing support to victims of domestic violence and sexual assault.

RESPONSIBILITIES:

Donor Database Management:

- Maintain and keep up to date our donor database- Bloomerang
- Conduct thorough “scrub” of database information, creating and executing on a permanent, regular schedule for maintenance
- Enters donations/gifts into database with timeliness, thoroughness and accuracy
- Produces various reports and mailing lists for donation and donor analysis to improve fundraising and marketing efforts, including monthly pledge reminders, gift analysis data and donor profiles, among others
- Works with development department, finance director and executive director to update donor records ensuring all gifts are entered and acknowledged
- Assist in the facilitation of donor recognition which includes: generate thank you letters, collect appropriate signatures, and mail correspondence in a timely manner.
- Works with business manager to reconcile gift records with accounting office on a monthly basis
- Develops an understanding of the functionality of the software program and utilizes it to streamline or improve donor data management
- Develops and implements an electronic records storage plan
- Organizes and properly stores hard copy and electronic records
- Works with development team to create and report on measureable objectives to assess outcomes of position with regard to accuracy of donor records
- Provides monthly and quarterly reports for donor database

Grants Management

- Maintains accurate records of grants (pending and active) in CRM database and updates as needed
- Maintains Grant Report Calendar and writes/submits grant reports to funders as required



- Coordinates and corroborates information with Finance Department to acquire statistical data and report content
- Uploads grant information, funder contact information, correspondence, and acknowledgements to constituent record in CRM database
- Acts as researcher of government, foundation, and corporate grant opportunities to identify appropriate funding prospects
- Researches local, regional, national, and international statistics and trends around the issues of Domestic Violence/Sexual Assault as needed to create current and relevant grant content
- Collaborates with the CEO on grant applications, grant acknowledgements, reporting and tax acknowledgements
- Provide Community Engagement Manager monthly and Quarterly Statistical reports for Grants

In-Kind Donation Coordination

- Manages the Main Office Donation Room, advocacy hallway donation storage
- Develops guidelines for in-kind donation intake, storage and solicitation
- Manages and maintains donation drop-off schedule of in-kind items
- Coordinates intake, storage and distribution of all in-kind donations
- Communicates with program managers regarding donation updates, needs and distribution
- Collaborates with Community Engagement Manager and other program managers to ensure needs of programs, clients and the organization are met
- Works with Volunteer Coordinator and volunteers as necessary for donation process support

Special Events

- Acts as a valued support person for special events and promotional activities, logistics and planning
- Assists Community Engagement Manager in executing event related activities, correspondence and planning

Other

- Understands department objectives and how they relate to the goals of the agency
- Handles correspondence for various fundraising committees and projects
- Schedules and coordinates arrangements for meetings, conferences, fundraisers, events, etc.
- As a TESSA representative, cultivate partnerships and relationships in the community
- Commit to TESSA's organizational mission, vision, operating philosophy, and strategic plan
- Identifies, removes and prevents discriminatory barriers in services provided
- Attend staff meetings, other relevant meetings, trainings, and in-services as assigned (including 36-hour CVA training upon hiring)
- Responsible for other duties and projects as requested by supervisor

Cultural Inclusivity

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of, and interactions with, individuals who are diverse from ourselves
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding of diversity
- Apply the principles of multiculturalism and diversity in daily job responsibilities



- Practice cultural inclusivity in all interactions with clients, co-workers, volunteers, partner agencies, and other community members
- Use organizational change processes to support culturally informed organizational policies & procedures.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Bachelor's degree in Business Administration, Communications, Education, Public Relations, or a related field; or a two year degree in Business Administration, Communication, Education, Public Relations, or related field plus 1-2 years work experience in business administration; a combination of some education and work experience will be considered.
- Two years relevant experience preferred
- CRM database management experience or expertise preferred
- Able to work weekends and evenings as needed
- Excellent organization, communication (verbal and written), problem solving, listening, and interpersonal skills
- Able to work toward the big picture while maintaining an eye for detail
- Ability to prioritize, coordinate multiple projects, and maintain an eye for detail while working toward strategic objectives
- Able to independently use a computer for word documents, spreadsheets, email, online research, social media, and data entry
- Displays a positive attitude, works well with others, and accepts direction well
- Ability to work independently and as part of a team. Comfortable interacting with a variety of TESSA stakeholders
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self care
- Valid driver's license and car insurance with reliable transportation
- Must be willing to complete and able to pass background and child abuse and neglect history checks

**For Application Instructions Visit:
www.TESSAcs.org/employment**

**TESSA is an equal opportunity employer.
This position is open until filled.**