



**Position: Donor Relations Associate**

Reports to: Chief Officer for External Relations and Advancement

Location: 285 Schermerhorn Street Brooklyn, NY

Hours: Full Time

**Position Summary:**

The Donor Relations Associate is responsible for a wide range of tasks in support of the Chief Officer for External Relations and Advancement and her team of experienced fundraising and marketing professionals. Duties include but not limited to: customer service, gift processing, donor acknowledgement, data entry, producing fundraising reports, project coordination related to fundraising, and community outreach. The position also manages a portfolio of low dollar donors that she/he actively solicits and stewards.

The Donor Relations Associate position at BCS is an opportunity to be a part of a robust and multi-faceted fundraising and marketing operation. The position sits on the frontlines of BCS's efforts to grow funding for its incredible programs and to bring attention to its cause of creating ONE Brooklyn Community.

**Responsibilities:**

- Prepare gift batches and enter gifts into BCS's constituent database (Raiser's Edge) following established protocol and excellent judgment for proper gift coding.
- Produce timely acknowledgement letters to donors, working with BCS's Executive Director to maintain consistency and excellence in stewardship efforts.
- Produce fundraising reports for BCS's Executive Staff and board members as needed.
- Enter new data or clean up data to maintain the integrity of the database.
- Work closely with Chief Officer for External Relations and Advancement and Major Gifts Officer to support stewardship and fundraising efforts, including preparing donor profiles for major donor portfolios. Participate in strategic meetings to build the major donor program.
- Conduct prospect research on potential donors and companies.
- Enter potential donors into the system and provide profiles and reports for meetings and solicitations.
- Track renewal and campaign results and provide reports to conduct solicitation and follow-up.
- Maintain safe-keeping of digitally filed donation records. This includes gift history, donor correspondence, grant award letters and contact reports. Must be able to access and retrieve information quickly and easily.
- Assist at fundraising events, including set-up and breakdown, greeting guests, registration table and working with volunteers.
- Participate in and support the External Relations and Advancement activities as assigned.

**Qualifications:**

Bachelor's degree required. Experience with a fundraising database/CRM a plus. Proficiency in Microsoft Excel and Word required. Strong attention to detail and accuracy; excellent interpersonal skills; ability to work independently as well as part of a team; flexibility to changing work assignments and priorities.

Email cover letter and resume to:

[careers@wearebcs.org](mailto:careers@wearebcs.org)

In subject line write: Donor Relations

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