



## JOB DESCRIPTION

**Position Title:** Donor Relations Coordinator  
**Status:** Full Time, Non-Exempt  
**Salary Grade:** 22

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**SUPERVISION RECEIVED:** Reports to Chief of Philanthropy.

### GENERAL STATEMENT OF ESSENTIAL DUTIES:

1. Overall purpose of this position:

Implement Summit Metro Parks philanthropy programs. Coordinates the gift processing, gift acknowledgment and donor correspondence process. Plans and implements fundraising and donor cultivation events, conducts administrative and project management support and performs other duties as assigned.

2. Essential functions, which must be performed to carry out the purpose of the position as described in item No. 1, above, include but are not limited to:

- A. Represent the Summit Metro Parks philanthropy program in a positive and customer-service manner, interacting and communicating effectively and proactively via all channels - in person, written, and via phone and email.
- B. Responsible for maintaining donor records, gift processing, acknowledgments and day-to-day donor correspondence. Organizes and logs incoming donor inquiries and coordinates responses.
- C. Plan, implement and support live, hybrid and virtual fundraising and donor cultivation events, that include but are not limited to fundraising races (e. g. Mother's Day 5K), life-event ceremonies (e. g. Promises in the Park), and affinity group cultivation events (e. g. Retired Employee Reunion).
- D. Operate ongoing donor recognition programs including bench dedication and Tree Trust, as well as for campaign-oriented or short-term recognition programs. Manage donor relations for the park district's dedicated park benches and their records, dedication terms, donor contacts, and locations park-wide. Prepare annual comprehensive donor recognition listing for publication in Green Islands Magazine.
- E. Compose written reports, letters, digital content and other documents for internal and external communications.
- F. Compile monthly and annual financial reports for donations and other income.
- G. Provide work process and calendar support for the department, maintaining an annual calendar with reminders to keep events and processes on track.

- H. Master and utilize applicable software applications, including office software, donor management CRM, grants management, race registration.
- I. Maintain donor confidence and protect confidentiality in accordance with standards of the fundraising profession.
- J. Provide general administrative support and perform other duties as assigned.
- K. Implement document retention policy for donor records.
- L. Comply with all park district policies and procedures, including safety and risk management programs.
- M. Develop and maintain procedural manuals for areas of responsibility.

**Qualifications:**

Understanding of fundraising, marketing, communications, and general business principles typically acquired through formal training resulting in a college degree. Desired: parks and recreation, non-profit, writing, sales, strong social media skills.

Demonstrated organizational skills and knowledge of administrative processes.

Strong written communication skills and ability to write persuasively.

Demonstrated emotional intelligence to include: self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, trustworthiness and consistency.

Must be flexible, creative, able to perform under pressure and open to receiving guidance and direction.

Ability to recognize and solve problems in the work environment.

Valid driver's license with clear driving record.

Employment dependent upon successful screening results for drugs (including THC) and alcohol.

Strong interpersonal skills: ability to relate to and communicate with all types of people with tact/diplomacy.

Ability to operate a variety of office equipment.

Ability to prioritize and maintain multiple projects, work under pressure, and meet deadlines.

Knowledge of office systems and protocols.

Ability to operate office software programs including Excel, Word, CRM, and databases.

**Essential Physical Demands and Working Environment:**

- Administrative office work environment. Ability to communicate and utilize electronic communication devices. While performing the duties of this job, the employee is regularly

required to sit, stand, walk (often on uneven terrain), and communicate. The employee is frequently required to use hands to finger, handle, or feel and is required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 25 pounds.

- Evening and weekend hours required.
- While performing duties of this job, the employee may occasionally be exposed to extreme outside weather conditions including temperature and precipitation.

**CONDITIONS OF CONTINUED EMPLOYMENT:**

- Must successfully complete a one-year probationary period.