Uplift Community Alliance®

DONOR RELATIONS ADMINISTRATOR
JOB DESCRIPTION

Position Summary

The Donor Relations Administrator is responsible for all communication with individual donors who contribute to Uplift Community Alliance through unsolicited donations, website donations, “in memory of” or “in honor of” donations, event donations and Annual Appeal donations. The administrator sends out a detailed thank you letter that can be used for tax purposes to every donor for every contribution.

General Responsibilities

- Comply with the committee Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Community Relations Committee, attend meetings and submit reports to the Community Relations Chair.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Community Relations Chair.
- Prepare and submit a year-end report as directed by the Community Relations Chair.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Ensure that every donor receives acknowledgement in letter or email format in a timely manner.

2. Send notifications to family members acknowledging donations made “in memory of” a loved one and to members acknowledging gifts in their honor.

3. Use Little Green Light database to manage donor information; keep data up to date.

Competencies

Microsoft Word
Digital and electronic communication
Ability to learn Microsoft Excel and Little Green Light database software