

Gift Administrator

Department: Development
Reports To: Membership Officer
FLSA Status: Non-Exempt

The Dallas Holocaust Museum seeks a Gift Administrator to support fundraising operations of the Development and Executive offices. Raising nearly \$2.5M in annual funds and supporting a multi-year, multi-million dollar capital campaign, the Museum requires an energetic, self-starter who is skilled in, database administration, reporting and gift acknowledgement using Raiser's Edge.

Job Responsibilities

This position will implement and manage the key systems supporting Museum fundraising activities.

- Oversee all aspects of the Museum's donor data, including gift and donor records.
- Enter all gifts and pledges received on a daily basis, as well as issue tax receipts and prepare thank you and acknowledgement letters within 24 hours of receipt. Prepare acknowledgement letters and pledge statements for capital campaign gifts. Notify development team of daily gifts received.
- Oversee comprehensive and personalized acknowledgement process, ensuring that all levels of giving are thanked appropriately. Produce annual giving statements for donors.
- Pull donor lists for recognition in annual report, and other communications including website.
- Responsible for reconciliation processes between finance and development. Responsible for audit preparation regarding donations. Work closely with Capital Campaign Coordinator to ensure reconciliation of all capital gifts.
- Compile, analyze and report gift and pledge data on a variety of gift types and levels including major gifts, membership, event revenue, et al. Maintain development dashboard of all donation revenue. Provide gift tracking support for North Texas Giving Day.
- Track outstanding pledges and issue invoices as directed by development team members.
- Train development team in use of database. Facilitate pulling of donor, prospect and gift reports from database.
- Assist at Museum events as needed.
- Supervise development volunteers.

Additional responsibilities include:

- Anticipate and prepare development materials for meetings, projects and mailings, as required.
- Monitor and update the organization calendar with Development events and activities.
- Function as a resource to visitors and co-workers and maintain high standards in quality in customer service and satisfaction.
- Foster an environment of teamwork and commitment to the Museum's mission.

- Other duties and projects as assigned.

Requirements

- BA/BS required.
- Minimum three years progressively responsible Development experience at a nonprofit organization.
- Ideally, two years of hands-on Raiser's Edge or other donor database experience. Superior organizational skills, the ability to adapt to a fast-paced environment, and the ability to reprioritize tasks as needed.
- Commitment to confidentiality and exercise of discrete behavior when handling sensitive and confidential matters.
- Can-do attitude and professional demeanor.

The Dallas Holocaust Museum is the region's only organization dedicated to Holocaust education. Located in the historic West End, the Museum has a \$2.8 annual budget that supports education programs and exhibits. Funding for the Museum is provided largely through membership, special events, private gifts and grants. Serving nearly 87,000 visitors per year through awareness and fundraising programs, the Museum secures the support necessary to tell the story of Holocaust victims and survivors, especially those who reside in North Texas. For more information about the Museum, please visit our website: DallasHolocaustMuseum.org.

The Gift Administrator will provide oversight and leadership to the Dallas Holocaust Museum's fundraising database, supporting all functions of the Development office. Moreover, he or she will be responsible for all development reporting and analysis. The Administrator will be responsible for gift acceptance processes, and the gifts and records program. The Administrator will work closely with the Finance Department.

The Administrator will be the primary person responsible for donor records, processing gifts, reconciling accounts, and sending pledge reminders. Daily, he/she will process gifts as well as ensure that gift receipts are issued within 24 hours of receipt of gifts. Among the key responsibilities will be oversight of the thank you/acknowledgement process, preparing stewardship reports and the delivery of superior customer service.

The Gift Administrator will be responsible for all aspects of data management, prospect records, and gift compliance. The Administrator will interface directly with Raisers Edge and will assist in training other staff on the database. The Coordinator will provide pipeline reports for management and development staff.

The Gift Administrator will assist with the conversion from Raisers Edge to a new donor database concurrent with the move to the new Museum.

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org