

**Manhattan Beach Education Foundation
Donor Relations Coordinator
Job Description**

The Manhattan Beach Education Foundation is a community driven fundraising organization, which supplements state funding for programs that inspire learning, enrich teaching, and promote innovation and academic excellence in the public schools of Manhattan Beach. Since MBEF was founded in 1983, it has provided a means for parents to invest in superior public education for their children in the Manhattan Beach Unified School District.

Objective: The Donor Relations Coordinator is responsible for managing the donor database and tracking all donor data for the Manhattan Beach Education Foundation. The ideal candidate is analytical, tech-savvy, and detail-oriented, while also being mindful of the importance of building meaningful relationships with the MBEF's various constituents. This individual is responsible for ensuring high standards of quality, consistency, and accuracy across all campaign efforts. In addition, this position serves as a support to the development efforts of the organization.

Full-time, in-person.

Reports to the Donor Relations Manager.

Donor Database Management

- Serve as the primary administrator of the expansive donor database in Raiser's Edge
- Coordinate the processing of incoming gifts, including pledges and installments, according to established protocols
- Accurately enter gift details, add new donor records and update existing records as needed
- Reconcile gift entry, prepare, revise, and distribute income, deposit, and credit card reports
- Maintain accurate database, including import of new constituents from district source annually
- Perform periodic maintenance to ensure that data is up-to-date, accurate, and de-duplicated
- Remain current in best practices data management, implementing and documenting any changes
- Produce donor acknowledgement letters and receipts for donations, including annual tax records
- Maintain robust donor communication records, including proper physical documentation and media files

Revenue Reconciliation

- Work closely with the Accounting and Donor Relations Director to provide reports and documentation for financial reconciliation and accuracy between the accounting database and Raiser's Edge
- Enter gift batches, print daily contributions, and gift validation reports, submit batches and reports
- Manage credit card gift processing and documentation
- Manage Matching Gift process, including documentation and follow-up

Development Support

- Create and maintain Formstack forms for online pledges
- Assist with donor communication, including ASK letters, marketing eblasts, and acknowledgments
- Assist with the Annual Report and Honor Roll data collection and verification
- Assist with website maintenance for MBEF, Endowment and Manhattan Wine Auction
- Coordinate administrative tasks related to sponsors, including tracking and implementing sponsor benefits and program
- Run queries as requested related to donor data and create the Weekly Stat Report for analysis of donor data
- Produce donor, gift, and income reports, as well constituent lists for electronic and print communications

Qualifications:

- Bachelor's degree in a relevant field preferred (non-profit management, business, or communications)
- 3+ non-profit experience with donor database management platforms – specifically Raiser's Edge NXT – and familiarity with data analysis, gift processing, and donor acknowledgment
- Proficiency in Microsoft Office, including Power Point and Excel v look-up
- Excellent organizational and time-management skills, as well as the ability to work independently
- Detail-oriented with a high-level of accuracy and efficiency
- Available to work on occasional evenings and weekends for events and meetings
- Dedication to the MBEF mission of building enrichment opportunities in Manhattan Beach public schools

Competitive pay dependent upon experience.

Please submit your cover letter and resume to communications@mbef.org.

The Manhattan Beach Education Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, age, gender identity, gender expression, sexual orientation, marital or familial status, national origin, citizenship, or disability.