



## JOB POSTING

**POSITION:**                    **Gifts & Annual Fund Administrator** (40 hours/week)

**DEPARTMENT:**            Community Engagement/Lyngblomsten Foundation

### **OVERVIEW:**

As part of the Community Engagement team, the Gifts & Annual Fund Administrator is responsible for maintaining and leveraging the donor management system (The Raiser's Edge) and coordinating annual fund initiatives, including memorial giving. Serves as the technical expert for Raiser's Edge NXT, produces reports for fundraising performance and donor engagement strategies, processes gifts, creates forms, runs queries, produces lists, prepares letters/mailings, coordinates multichannel appeals, creates donor and giving profiles, follows best practices for data integrity, assists in stewarding entry-level donors, conducts donor research, trains database users, supervises data entry specialist, and provides exceptional service to donors, partners, and colleagues. Although this team member's primary responsibility is database administration, he/she is a key participant in the success of the whole Community Engagement team.

### **QUALIFICATIONS:**

*Qualifications:* Bachelor's Degree preferred. 2+ years' experience in a foundation office. Expert level skills in donor data management systems with a strong preference for experience with The Raiser's Edge. Solid knowledge of development office practices and records management protocols. Analytical mind. High degree of accuracy, thoroughness, and attention to details. Strong writing and proofreading skills. Ability to meet overlapping deadlines. Professional presence. Utmost respect for confidentiality and high ethical standards. Ability to partner with multi-disciplinary team to achieve fundraising goals. Passion for creating positive donor experiences.

**To apply:** Send letter and resume to:

pmontgomery@lyngblomsten.org

or

Patricia Montgomery, VP of Communications & Stewardship

Lyngblomsten Foundation; 1415 Almond Avenue; St. Paul, MN 55108.

**Note:** No phone calls or drop-ins, please. Position open until filled.

Review of applications begins December 19, 2018.

This full-time position is eligible for the comprehensive benefits package.

**About:** Lyngblomsten is an award-winning Christian nonprofit organization serving older adults through healthcare, housing, and community-based services since 1906. Join our team, touch lives, and make a difference! Learn more at [www.lyngblomsten.org](http://www.lyngblomsten.org).

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