

DAMASCUS Position Description

Position: Advancement Services Lead (Immediate Hire)

Reports to: National Director of Advancement

TO APPLY FOR THIS POSITION, send a resume and cover letter to Victoria@damascus.net along with a 1–3-minute video explaining why you are excited about this position and why we should be excited about you joining our team. Resumes without a video will not be considered for the position. The video can be shot from a phone, no editing is needed.

OPPORTUNITY: Damascus is growing! We are in the process of building out the strategy for massive expansion to our Ohio campus as well as moving forward with building additional camps across the country and planting new Damascus Chapters in specific regional locations. To meet the growing revenue needs of our projected growth we are expanding our advancement department. This is a unique opportunity to lend your talents to raise up generations to live the adventure of their vibrant Catholic faith.

POSITION DESCRIPTION:

This position serves as the lead staff member responsible for processing gifts, donor acknowledgments, and varied financial reports, and maintains and enhances stewardship programs. The position has significant responsibilities in the areas of data and gift entry to ensure that all cash gifts, stock donations, and pledges are accurately recorded in the DonorPerfect database and reconciled with the Finance Department. This position also provides administrative support and assistance to the Advancement department by answering and directing phone calls, assists in data entry and other duties as requested.

ESSENTIAL JOB FUNCTIONS

1. Handle all duties relative to processing, recording and acknowledging gifts in the Donor Perfect.
2. Coordinate and prioritize day-to-day gift processing activities and ensure accurate processing of checks, credit cards, and electronic funds transfers for unrestricted and restricted gifts and stewardship of gifts.
3. Reconcile batches with DonorPerfect and prepare batches for scheduled deposits.
4. Produce and distribute gift acknowledgments and maintain appropriate internal documentation for all Damascus communities (camps, HUBS, etc).
5. Interact professionally with Damascus's donors to give gratitude while securing confidential gift information.
6. Communicate with the National Director of Advancement to ensure accurate processing of gifts and to ensure financial integrity and accuracy.

7. Communicate across the organization and with advisory partners to resolve technical problems or adjustments that must be made to ensure accurate processing of gifts.
8. Work with the National Director of Advancement Services to develop and maintain procedures manual for usage of Donor Perfect as it relates to the Advancement team.
9. Record donor pledges in DonorPerfect and maintain all pledge files.
10. Track outstanding pledges and produce pledge reminder letters to donors and reports as appropriate.
11. Adjust gifts and pledges as directed by the National Director of Advancement.
12. Implement and coordinate donor stewardship programs.
13. Work with the Advancement team to develop and implement stewardship strategies that strengthen long-term relationships with donors at various recognition levels.
14. Ensure that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented, implemented and included in the moves management system.
15. Develop and maintain stewardship efforts in DonorPerfect; track information, monitor activity and produce reports.
16. Coordinate stewardship information listed in Damascus publications, social media, Beyond Damascus and on the website.
17. Identify best practices at other organizations for stewardship planning and operation.
18. Log prospect and donor news, communication and information into Donor Perfect records. Update biographical data in DonorPerfect as provided by constituent's information on checks and/or correspondence.
19. Assist with database projects as needed.
20. Provide all aspects of administrative support for departmental operations, including but not limited to answering phone calls and providing information of the programs within the department.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Assumes additional responsibilities and performs special projects as needed or directed.
2. Active, practicing, Catholic in good standing with the Roman Catholic Church.

3. Carries the Damascus Culture: We believe in raising the next generation to live the adventure of their Faith. We are Jesus-Center, Mission-Focused, Joy-Filled, Obedient, Toilet Plungers.

Education, Training and/or Experience

1. B.S. degree in Business Administration or the equivalent is desired.
2. Must have one (1) to three (3) years of experience in gift processing and strong Donor Perfect usage including queries, exports and reporting skills.
3. Collaborative work style to support the Advancement needs for information.