



Job Title: Donations Manager

Ministry Purpose: This position plays a significant role in achieving the religious mission of Positive Options and thus has a ministry purpose, and supports Positive Options' long-term vision of tripling the number of lives saved in 15 years, 5,000 lives by 2040.

Qualifications:

Code of Christian Conduct

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Maintain and promote a lifestyle of sexual purity.
- Exhibit a strong commitment and dedication to the sanctity of all human life from conception to natural death.
- Reinforce the humanity of the unborn child with clients, their guests, staff, volunteers and donors.
- Able to share the Gospel.
- Participate in prayer, devotions and worship as a team and as a full staff.
- Expresses a desire to reach men and women considering abortion with Biblical truth in love.
- Agree with and be willing to uphold the Mission, Vision, Core Values, Statement of Faith, Statement of Principles, and policies of Lakeshore Pregnancy Center.
- Be in consistent fellowship at a local church.

Education

- Hold a minimum of a Bachelor's Degree in a helping field or related experience equivalent.

Experience

- Possess or be willing to gain a thorough understanding of pregnancy care center ministry and administration.
- Donor Management System experience with Bloomerang preferred.
- Proficiency in accounting software.

Skills

- Demonstrate professional, organizational and leadership skills.
- Possess and exhibit expertise in interpersonal communication, public speaking, and problem solving.
- Able to effectively represent LPC to and communicate with all constituencies, including donors, churches, and the public: able to use discernment in all communications.
- Flexible and adaptable style, teachable attitude; a leader who can positively impact strengthening donor relations.
- Exemplary interpersonal skills; ability and willingness to serve and foster genuine relationships with stakeholders, including fellow team members and volunteers; displays emotional intelligence.
- Proficiency in computer skills, with ability to utilize Word, Excel, PowerPoint and G-Suite.
- Proficiency in both verbal and written communications.
- Be dependable, stable and capable of committing to this position's responsibilities and duties.
- Ability to handle sensitive and confidential information with integrity and diplomacy.

- Ability to establish and maintain cooperative working relationships.
- Ability to carry out responsibilities with little or no supervision.

Reports to: Director of Philanthropy

Supervises: Office Support Volunteers

Time Commitment: Average of 32 hours a week

Primary Objectives: The Donations Manager is responsible for assisting with Lakeshore Pregnancy Center's (LPC) resource development, fundraising and communications efforts. The primary objective of this position is to provide comprehensive administrative assistance to the development department, with a focus on effective database management and reporting, donor stewardship efforts (acknowledgements, printed material inventory, prep materials for donor meetings), office and fundraising support. As necessary, the Donations Manager will assist in the recruitment and monitoring of volunteers to help with department efforts.

Responsibilities and Duties:

- Make prayer an integral part of daily operations.
- Perform timely gift entry and data processing including processing credit card charges, ACH transactions, cash, checks, gifts of stock, restricted gifts, sustaining gifts and bank deposits.
- Generate timely acknowledgment letters to donors (within 48 hours of receipt of gift) and assign tasks.
- Ensure that data entry is accurate and prompt, the donor experience is seamless, and donor questions are promptly addressed.
- Manage interaction and transfer of data between databases in a timely manner
- Serve as the donor database subject matter expert, with responsibility for infrastructure, protocols, data entry systems, gift processing and report writing.
- Closely collaborate with technical staff on improvements to and maintenance of technical data integrations for donations tracking, accounting, and communications.
- Work closely with the Director of Business Administration and accountant to ensure integration of financial and development activities.
- Support the leadership team by generating reports from the donor database as needed.
- Oversee data management for Events and Appeals, including tracking of peer-to-peer fundraising, events, KPI's, documents, newsletters, scheduling, reporting and other organizational activities.
- Generate accurate mailing/calling lists for the Director of Philanthropy and Director of Marketing.
- Recommend and implement improvements to donations processing systems and procedures to improve efficiency and accommodate a growing donor base.
- Work with the Director of Philanthropy to establish and maintain best practices and procedures including but not limited to, creating and updating a Data Policies and Procedures Manual.
- Prepare weekly donation report recaps, and reports for the Director of Philanthropy to provide updates for the Executive Director and the Board of Directors meeting on the first Wednesday of every month. (Board meetings on the second Thursday of every month).
- Support the Director of Philanthropy & Director of Business Administration with the annual audit.
- Communicate updates regarding giving campaign outcomes to all staff.
- Answer incoming calls.

Personal and Professional Development:

- Attend conferences, seminars, and workshops as agreed upon by the Executive Director.
- Complete trainings as assigned.
- Take quarterly restoration days. Restoration Days are days alone with God to seek His guidance and direction both personally and professionally.

Physical Demands:

- Ability to frequently use a computer and telephone.
- Ability to physically navigate both in and out of the office.
- Ability to drive and travel.
- Carry out the defined responsibilities and duties with or without accommodations.

I acknowledge that I have received a copy of this job description.

Signature _____

Name (Printed) _____ **Date** ____/____/____

(Copy to be given to the individual with the original kept in his or her personnel file.)