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# Community Foundation

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## Donor Relations Coordinator

**Job Title:** Part-Time Donor Relations Coordinator

**Reports To:** Donor Relations Officer

**Location:** Port Huron, MI, Onsite

**Schedule:** 20 hours per week, Monday, Wednesday, Thursday (Hours are flexible on those days)

### Position Summary

The Donor Relations Coordinator plays a key role in supporting the mission of the Community Foundation by ensuring accurate, timely, and organized donor data management. This part-time position is ideal for a highly detail-oriented individual who enjoys working behind the scenes to maintain high standards of data integrity and support meaningful donor engagement.

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### Key Responsibilities

- **Database Management:**  
Maintain, update, and ensure accuracy of donor information in the Foundation's donor database (e.g. iPhi (stellar)).
  - **Gift Entry & Acknowledgments:**  
Accurately input gift and donor information and generate timely acknowledgment letters and tax receipts.
  - **Financial Software Support:**  
Enter gift data into the Foundation's financial software to align with accounting and reporting needs.
  - **Reporting & Lists:**  
Generate donor lists, giving reports, and mailing lists for newsletters, and special projects.
  - **Collaboration:**  
Work closely with program, finance, and the donor relations teams to ensure consistency and coordination in donor information.
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### Required Qualifications

- Proven experience working with donor databases, CRMs, or other information systems.
- Strong computer skills, including proficiency with Microsoft Excel, Word, and Outlook.
- Impeccable attention to detail, accuracy, and organizational skills.
- Ability to manage confidential information with discretion.
- Comfortable working independently and collaboratively as part of a small team.
- Excellent time management and task prioritization.

- Demonstrated ability to think systemically—understanding how individual tasks and responsibilities connect to broader organizational goals and workflows.
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### **Preferred Qualifications**

- Experience with financial data entry or accounting systems is helpful.
  - Familiarity with community foundations, nonprofits, or philanthropy a plus.
  - Strong written communication skills for drafting donor acknowledgments and correspondence.
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### **Work Environment & Benefits**

- Flexible schedule; minimal remote work possible after onboarding.
  - Opportunity to contribute to community impact through philanthropy.
  - Training on specific donor and financial systems will be provided.
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### **How to Apply**

Please send a resume and a brief cover letter outlining your experience managing information systems and attention to detail to Angie Lademer at [info@stclairfoundation.org](mailto:info@stclairfoundation.org) Applications will be reviewed on a rolling basis.