
Community Foundation

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Donor Relations Data Associate

Job Title: Part-Time Donor Relations Data Associate

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 Data Associate is responsible for gift entry, acknowledgements, fund reporting support, donor records management, and donor database administration. The ideal candidate is highly detail-oriented, organized, and service-minded, understanding that accurate and timely donor operations directly shape donor trust and experience.

Our team moves quickly, collaborates across departments, and takes pride in doing meaningful work for our community. This position is key in making sure accurate information is in the system for the team as a whole.

Key Responsibilities

- **Database Management:**
Maintain, update, and ensure accuracy of donor information in the Foundation's donor database (e.g. Foundant)
- **Gift Entry & Acknowledgments:**
Accurately input gift and donor information and generate timely acknowledgment letters.
- **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 outreach, and special projects.
- **Collaboration:**
Work closely with each department to ensure consistency and coordination in donor information.

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 and accuracy.
- 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

- Familiarity with community foundations, nonprofits, or philanthropy is a plus.
 - Strong written communication skills for drafting donor acknowledgments and correspondence.
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What it's like to work here

We're a team that:

- Moves quickly and solves problems
- Helps each other during busy moments, like in disaster responses
- Works across departments to make philanthropy happen

People who thrive here:

- Take pride in doing accurate, high-quality work
 - Are comfortable in a fast-paced environment with high expectations
 - Work well alongside motivated teammates who hold each other to high standards
 - Can be confident asking questions and learning quickly
 - Step in to help when the team needs it
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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 Applications will be reviewed on a rolling basis.

About the Community Foundation

The Community Foundation works to build a more vibrant and prosperous Thumb Coast region by connecting philanthropy, community leadership, and strategic investment to support the people and places of St. Clair County.