



JOB POSTING

Title:	Donor Relations Coordinator
FLSA Classification:	Exempt
Pay Range:	\$57,000-63,000 Annually
Posting Date:	December 3rd, 2024

Overview

Who We Are

The Ronald McDonald House Charities of Western Washington & Alaska supports seriously ill children and their families by providing housing, meals, and other essential support services at our facilities in Seattle, WA and Anchorage, AK. Each night we house 139 families, offering the comforts of home near the medical care their children need. Enabling families to stay close to their hospitalized child supports the health and well-being of the child and saves families millions of dollars in hotel and food costs each year. At the House, each of these families find comfort, support, and hope as they navigate their child's medical crisis. RMHC of Western Washington & Alaska is an independent not-for-profit 501(c)(3) organization.

Who you are

You are a detail-oriented, organized, and proactive individual who thrives in a collaborative environment. You have a passion for nonprofit work and understand the importance of accurate data management in building strong donor relationships. With a background in gift processing, donor management systems, or data management, you're comfortable navigating platforms like Raiser's Edge to ensure donations are accurately processed, recorded, and acknowledged.

Your problem-solving skills and eye for process improvements help you streamline workflows, making donation management more efficient and reducing errors. You have strong communication skills and can work cross-functionally with teams to support events and corporate/community engagement efforts. Flexible and adaptable, you can manage multiple priorities and deadlines, handling a mix of data entry, event support, and donor engagement tasks with ease. Above all, you're motivated by a commitment to furthering the organization's mission through exceptional support and attention to detail.

JOB SUMMARY

The Donor Relations Coordinator is responsible for ensuring the efficient processing of donations, supporting key fundraising events, and supporting efforts to develop relationships with corporate and community partners. This role is essential to maintaining accurate donor records, assisting with event administrative logistics, and contributing to the organization's overall fundraising success.

This is a full-time exempt position working M-F, daytime hours in person and reports directly to the Sr. Manager of Development – Mid-Level Donors.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Gift Processing and Donor Management (70%)

- Accurately process donations received via mail, online platforms, and direct deposit.
- Maintain and update donor records using donor management systems, ensuring data accuracy and compliance with organizational policies.
- Ensure all gifts are properly coded by appeal type and reconciled with financial records.
- Coordinate with internal teams to generate timely and accurate donor acknowledgments and receipts.
- Work with the Finance Director to support inquiries and reporting requests during the annual audit, budgeting process, and other times as needed.
- Identify opportunities to streamline and improve donation workflows to enhance efficiency.

2. Fundraising and Administrative Support (30%)

- Assist with the execution of major fundraising events, including the annual gala and golf tournaments.
- Manage data entry and reporting related to event participation and donor engagement.
- Provide day-of event support, including logistics, donor stewardship, and troubleshooting as needed.
- Collaborate with the events team to track and analyze event-related donations and outcomes.
- Support the Director of Corporate and Community Engagement in cultivating and stewarding relationships with donors and partners.
- Assist with outreach and communication efforts, including preparing materials and responding to inquiries.
- Includes occasional evening and weekends.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

ESSENTIAL SKILLS AND ATTRIBUTES

- Strong organizational skills and attention to detail.
- Analytical mindset with proficiency in data analysis and reporting, using insights to inform strategy and decision-making.
- Willingness and capacity to learn new software and apps.
- Ability to manage multiple priorities and deadlines effectively.
- Excellent written and verbal communication skills.
- A commitment to compliance and financial awareness.
- Proactive problem-solving skills and a collaborative mindset.
- Commitment to the mission and values of the organization, with a passion for making a difference in the community.
- RMHC requires all employees to be fully vaccinated against COVID-19.

DESIRED SKILLS AND ATTRIBUTES

- Experience with gift processing and donor management systems, particularly Blackbaud/Raiser's Edge.
- Experience supporting fundraising events or an understanding of nonprofit operations is a plus.

Education/experience

- Bachelor's degree in a related field or equivalent experience.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally standing for extended periods of time.
- Lifting, carrying, pushing, or pulling up to 25 pounds.

Here's why you'll love working at RMHC:

Amazing People – We are a collective of dedicated nonprofit professionals, direct service family advocates, social workers and bilingual housing and facilities teams that make the Ronald McDonald House a home away from home.

Caring Environment – Our House is a community where our nurturing staff support and provide services for families who are experiencing unique pediatric medical episodes in their lives; our House sparks joy and celebration to help lighten the heaviness of enduring medical treatments.

Great Location – Our House is nestled in the beautiful Laurelhurst neighborhood of Seattle, WA along the Burke Gilman trail and a short walking distance from Seattle Children's Hospital.

Robust Benefits –RMHC offers generous paid time off that includes 10 paid holidays, 12 sick days, 2 personal days and vacation per our schedule and DOE, 100% employer-paid medical/vision and dental plans, life insurance, and 401(k) retirement savings with an employer match.

Strong History –A Home Away from Home: RMHC of Western Washington and Alaska was established in 1983 with its first House opening in Seattle and serving 22 families. Today we have three facilities in Seattle, including 10 Bone Marrow Transplant Apartments with a total of 105 rooms. Our Anchorage House in Alaska has 34 rooms and is nestled on the 6th floor of the Alaska Native Medical Center's patient housing. Patients include expectant mothers with high-risk pregnancies as well as pediatric patients and their families.

HOW TO APPLY

To respect the time of our applicants and reduce barriers, we do not require a cover letter. However, written communication is important for this role, so we would appreciate a paragraph sharing your interest in the position and applicable experience. We will accept resumes until the position is filled.

Please submit your resume to hr@rmhcseattle.org with "Donor relations Coordinator" in the subject line.

Ronald McDonald House Charities of Western Washington & Alaska is an equal opportunity employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression or disability.