



**Position:
Development Gift Administrator**

We currently have a great opportunity for a Development Gift Administrator in our CT office. The Gift Administrator is responsible for managing the gift acceptance, recording, reporting, prospect research and donor database administration at buildOn as well as supporting other development functions. This position is ideal for someone with previous development/fundraising experience. To apply send your resume to HR Manager Angie Espinal angie.espinal@buildon.org.

About buildOn:

buildOn empowers people and changes lives by partnering our after school service programs in the US with communities in developing countries to build schools. buildOn students not only do local community service work, but also build schools in remote villages around the world. For more information about buildOn visit www.buildOn.org

Reports to: Director of Events and External Affairs

Salary: Based On Experience

Type: Full-time - Experienced

Start date: January 2012

Location: Stamford, CT

Summary of responsibilities:

- Manage donor database; maintain updates, track fundraising and cultivation activities, write queries and reports, and provide lists for mailings.
- Run reports from database to be used in monthly analysis by development team
- Analyze data as requested
- Process revenue, generate acknowledgement letters
- Maintain special events fundraising reports, assist in all operational functions of the events, including pre-event solicitation processes
- Keep track of attendee lists and auction items using Greater Giving.
- Track online giving utilizing the database
- Monthly reconciliation of donor constituent system to accounting system.

Education/Experience:

- Bachelor's degree or equivalent
- You have 2 to 3 years of relevant work experience working with database entry and reporting
- Experience with salesforce.com and/or Common Ground strongly preferred.
- Proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with excellent attention to detail
- Proficiency in Excel

Anti-Discrimination Policy and Commitment to Diversity

buildOn seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.