

## **BrightStone**

### **Job Description**

**Position Title:** Donor Services Coordinator  
**Department:** Finance  
**Reports to:** Director of Finance

**Part Time:** Up to 25 hrs/week  
**Pay:** Hourly  
**Benefits:** Not eligible

#### **Purpose of Position**

The Donor Services Coordinator is a vital member of the BrightStone team, supporting both the Finance and Development departments. The position is responsible for managing donor information, meticulously processing gifts, and performing essential accounting functions related to donor activity. The ideal candidate possesses a keen eye for detail, strong organizational skills, and a commitment to data accuracy and donor satisfaction.

#### **Essential Duties and Responsibilities**

1. Process and accurately record all donor gifts in a timely manner within the CRM and QuickBooks Online.
2. Manage the donor acknowledgement process, ensuring accordance with BrightStone's recognition policies.
3. Collaborate in all aspects of data collection, verification and entry, maintaining consistent and accurate information across the CRM database and accounting records.
4. Prepare and distribute annual tax receipts to donors.
5. Perform regular database maintenance including duplicate record cleanup, making corrections, and establishing regular system checks to ensure data integrity.
6. Support the Director of Finance with other administrative tasks as needed including deposit preparation, monthly gift reconciliations, filing and pulling donation backup for the annual audit.
7. Generate donor reports, mailing lists and other data-driven requests as needed.
8. Add new records as needed, analyze information and populate appropriate data fields where information is available
9. Organize and maintain the integrity of donation filing and recording systems.
10. Attend staff meetings and perform other duties as assigned

#### **Qualifications and Experience:**

- Experience in donor services in a nonprofit setting preferred
- Proficiency in CRM systems (Kindful preferred)
- Proficiency in accounting software (QuickBooks Online preferred)
- Passion for accuracy, research and attention to detail
- Excellent organizational and communication skills, both written and verbal
- Strong PC skills including Microsoft Excel/Word
- Ability to work collaboratively within a team-oriented environment

**Note:** This position will require you to pass a drug screen and background check.  
**Pay:** Commensurate with experience. Position requires a presence in the Franklin, TN office