



Gift Processing and Research Manager

Classical KING is looking for a Gift Processing and Research Manager to join our team. Candidates will have at least five years of gift processing and/or accounts receivable experience. Expertise with Blackbaud's Raiser's Edge and RENXT is highly desirable. Accuracy, consistency, and problem solving are essential. This position collaborates with the entire development team, so good communication skills are also a must. Candidates must demonstrate an understanding of donor confidentiality and uphold themselves to the highest ethical standards. The position reports to the Chief Development Officer and partners with our Business Analyst and our Chief Operations Officer, who oversees our finances. This position receives regular gift processing support from the Membership Services Coordinator.

Classical KING: Classical KING FM 98.1 is the public classical station serving Seattle and the Puget Sound Region.

RESPONSIBILITIES AND DUTIES

Gift Processing

- Daily oversight and management of all gifts, donation-related transactions, and record updates in Raiser's Edge.
- Manage the processing of approximately 9,000 recurring monthly gifts, as well as gifts from other sources, including pledges, stock transfers, EFTs, donor-advised funds, checks, credit cards, and planned gifts.
- Responsible for ensuring donor records are up-to-date and accurate.
- Monitor and update coding rules and write/maintain documentation.
- Manage and maintain processes and systems around batch gift importing and processing from a variety of sources and platforms.
- Provide the Chief Operations Officer with support for monthly reconciliation and the annual audit.

Donor Relations: Gift Receipts and Acknowledgments

- Ensure timely donor gift acknowledgements.
- Set up and edit thank-you letter templates provided by development officers.
- Assist development officers with gift acknowledgement letters and status updates.

Prospect Research and Portfolio Management

- Perform wealth screenings and serve as point of contact for our wealth screening providers.
- Develop donor profiles and briefings for major gifts team.
- Partner with major gifts officers to create and revise donor portfolios.

Other Responsibilities

- Serve as point of contact with vendors managing special projects.
- Provide department support, including assistance onboarding new hires, assisting team members with Raiser's Edge, and coverage when other team members are out.
- Other duties as assigned.

Qualifications:

Education: Bachelor's degree or equivalent combination of education and experience.

Experience: At least five years of gift processing and/or accounts receivable experience with a proven record of accurate results

Skills:

- Strong understanding of gift processing standards, donor relations, and donor confidentiality.
- Strong verbal and written communication skills.
- Accurate gift entry and data management.
- Excellent problem-solving capabilities and strong initiative to identify problems and propose solutions.
- Ability to multi-task and prioritize a heavy workload during peak times.
- Project management experience.
- Calm under pressure.
- Ability to manage work independently combined with comfort in collaborating with colleagues.
- Proficiency in Microsoft Office products with advanced skill in Excel.

Preferred Qualifications:

- Previous work in non-profit fundraising.
- Project management/project management software expertise.
- Expertise with Raiser's Edge and Raiser's Edge NXT.

Other details

- Hourly Range: \$27.40-\$29.00
- Benefits include medical, vision and dental coverage, life and long-term disability, paid vacation, personal and sick time, and a 401k.
- We will review resumes upon receipt. Position open until filled.

To apply please send resume and cover letter to:

Human Resources, Classical 98.1, 363 Mercer Street, Ste 200, Seattle WA 98109, or email hr@king.org

Classical KING FM is working actively to diversify its programming, its staff, and its board. We welcome all candidates with a commitment to these goals. Our statement describing our commitment to diversity, access, equity, and inclusion can be found here: <https://www.king.org/about/>