

Lena Pope is accepting applications for a Development and Marketing Operations Team Lead. Interested candidates should email a cover letter, resume and submit an on-line application to applications@lenapope.org. EOE

External Job Posting

POSITION TITLE: Development and Marketing Operations Team Lead

GROUP: Development and Marketing

SUPERVISOR: Director of Development and Marketing

POSITION PURPOSE: The position is responsible for creating, implementing and managing the operations and processes necessary to support a relational fundraising department including prospect management systems, overall database management, data and gift entry, acknowledgement and receipting, and departmental budgeting and expense tracking.

POSITION FUNCTION:

- 1) Enter data into database to maintain an accurate recording of donor information, giving history and relational actions.
- 2) Assist staff with list pulls for events and appeals
- 3) Execute a consistent, high quality acknowledgement and receipting process.
- 4) Implement and maintain a coordinated prospect management information system
- 5) Supports donor cultivation and solicitation efforts, including donor visit preparation such as preparing briefing/debriefing materials and presentations.
- 6) Support/coach/train development staff as needed
- 7) Provide set up and staffing for cultivation and appreciation events
- 8) Maintain accurate tracking of department expenses and budget
- 9) Support the Director of Development
- 10) Support marketing functions as needed
- 11) Ensures accurate accounting of donations with agency Finance department.
- 12) Coordinate a weekly development staff meeting

QUALIFICATIONS:

- 1) Educational/Certification: none required, some college preferred.
- 2) 5 or more years of development operational experience preferred.
- 3) Goal Oriented, Metrics Driven
- 4) Computer Skills Required: Office Suite
- 5) Significant experience in managing a fundraising database, **Raisers Edge experience essential**
- 6) Ability to maintain confidentiality.
- 7) Ability to manage multiple demands and meet deadlines.

- 8)** Ability to represent the agency and programs in a positive manner to clients, community organization, and the public in general.
- 9)** Ability to interact with clients, donors and staff with sensitivity and responsiveness to cultural and socioeconomic characteristic in the service population.
- 10)** Ability to respond quickly and appropriately to donor, volunteer and staff requests.
- 11)** Outstanding phone, written and oral communication skills.
- 12)** Ability to solve practical problems and work independently in an often noisy and chaotic environment.
- 13)** Must have a valid driver's license, transportation and insurance that meet agency needs. Must not have been charged with or convicted of a criminal offense that would disable the employment by failing to meet minimum standards as set by the Licensing Branch of the Texas Department of Family and Protective Services.

LOCATION: 3200 Sanguinet, Fort Worth, TX 76107