

**EMPLOYMENT OPPORTUNITY
WMU FOUNDATION
BIRMINGHAM, ALABAMA**



JOB TITLE: *Constituent Relations Assistant*
COMPANY: WMU Foundation
STATUS: Full-Time Equivalent (37.5 Hour Work Week)

POSITION OVERVIEW:

Maintains records in donor database system, including entering gifts and keeping donor information up to date. Assist the Director of Mission Advancement with implementing constituent relations, stewardship strategies and recognition opportunities. Coordinate and prepare constituent related communications on behalf of the Foundation.

KEY RESPONSIBILITIES:

- Prepares gifts to be entered into database by using the established policies and procedures, updating donor and client information, creating acknowledgements, and enhancing fundraising and marketing efforts with a high degree of accuracy and integrity. Consults with Foundation Staff regarding communications with donors to verify fund designations and gift information.
- Performs database functions related to entering all forms into database. Posts funds and prepares for printing and mailing gift acknowledgements. Prepares personalized acknowledgments as necessary for Foundation Staff.
- Follows all approved processes and procedures for daily contributions and deposits. Produces and maintains weekly, monthly contribution and deposit reports. Reports all operating and restricted fund allocations, monthly deposit totals and fund allocations to Accounting and the Foundation president.
- Works with the Director of Mission Advancement to create and manage gift acknowledgements and inserts. Works with the contracted marketing firm to manage the new donor welcome journey.
- Works with Foundation Staff to develop, coordinate and oversee the implementation of the Stewardship Matrix. Recommends stewardship opportunities to Foundation Staff to ensure donors and clients are stewarded in the appropriate manner.

QUALIFICATIONS:

- Associates degree in accounting or business preferred. Three to five years' experience in related field may be substituted for degree.
- Interpersonal skills, critical thinking, reviewing, and analyzing data.
- Member of the Christian faith and knowledgeable of WMU/WMUF, preferred.
- Three to five years in related field.
- Computer proficiency using database software and Microsoft Office applications.
- Strong written and verbal communication skills.

If you are interested in this position, submit your resume to Human Resources:

- Email: hr@wmu.org
- US mail: 100 Missionary Ridge, Birmingham, AL 35242

Resumes are kept in our applicant database for 12 months