



BRINGING THE COMMUNITY TOGETHER TO END HOMELESSNESS

## Men's Shelter of Charlotte/Urban Ministry Center

Ending homelessness is a bold and complex undertaking. It requires heart, collaboration and resources. But when we dream big, amazing things happen. That's why, we are excited to announce that Urban Ministry Center and Men's Shelter of Charlotte have joined forces to become one organization. Our organization will continue to provide all of the services we currently offer, and as one entity will increase our impact in finding and creating permanent housing solutions for the most vulnerable members of our community. We will combine our talent, services and leadership to elevate our quest to end homelessness in the Charlotte region.

### POSITION SUMMARY:

The Donor Information Manager is responsible for the non-profit's Raiser's Edge database and will work as part of a team to process gift entries and acknowledgements, as well as creating and updating donor contact and demographic information. This direct hire position is ideal for someone looking for professional growth within a non-profit that possesses a strong data management background.

### ESSENTIAL FUNCTIONS:

#### Gift Entry

- Daily batch for checks, credit cards, ACH's, stock gifts, and pledges
- Manage online gift entry portals to verify gifts and identify donor information
- Manage matching gift process

#### Gift Acknowledgements

- Selection and production of 3-tiered gift receipt letters for 4,000+ gifts each year
- Answer donor questions about gifts, pledge balances, acknowledgements

#### Monthly Reporting

- Create and maintain deposit backup notebooks for Philanthropy and Finance team use
- Provide monthly detail to Finance for reconciliation
- Work closely with Senior Accountant to reconcile contributions each month

PO Box 31335, Charlotte, NC 28231  
[www.urbanministrycenter.org](http://www.urbanministrycenter.org)

PO Box 36471, Charlotte, NC 28236  
[www.mensshelterofcharlotte.org](http://www.mensshelterofcharlotte.org)

We are excited that Urban Ministry Center and Men's Shelter of Charlotte have officially merged. You will continue to see our identities separate or co-branded until a final identity for our new organization is rolled out late 2019.



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### Database Management

- Maintain grade 'A' data health – duplicates, address updates, age/deceased plug-ins, email/phone finder
- Review & maintain Policy and Procedure Manual
- Work with Engagement Team to enter appropriate volunteer information

### OTHER RESPONSIBILITIES:

- Participates in staff training and development activities as directed.
- Attend In-service trainings, extended Leadership and staff meetings
- Performs other duties as directed by supervisor.

### EXPERIENCE AND SKILLS REQUIRED:

- Data Entry efficiency and accuracy
- Understanding of database structure and use
- Experience with Raiser's Edge preferred
- Good attention to detail
- Excellent at documentation
- Able to collaborate across teams

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