



## JOB POSTING

### **Donor Database & Relations Specialist**

Full time position with primary responsibility for maintaining Regional Hospice's Network for Good (NFG) donor database, ensuring the integrity of all data entered into NFG in order to generate quality reports. Assist in the cultivation, stewardship, and retention of Regional Hospice donors and support all fundraising events. The ideal candidate will have proficiency with donor database management & reporting, as well as solid experience in cultivation & stewardship. Additionally, must be extremely detail oriented and have great proofreading skills, while also possessing outstanding interpersonal & multitasking skills.

#### Qualifications

- Bachelor's degree in nonprofit management, business administration, or related field; financial background preferred.
- 3+ years of experience in nonprofit fundraising/development with a focus on donor database management and reporting.
- Experience with NFG donor database preferred.
- Ability to prioritize and manage workload independently.
- Must be extremely detail oriented
- Great proofreading skills
- Outstanding ability to multitask.
- Outstanding communication and interpersonal skills with the ability to work effectively with donors, volunteers, staff, and community partners.
- Knowledge of nonprofit fundraising best practices including donor retention, stewardship, and event management.
- Proficiency with MS Office Suite, Google Docs, CANVA, and other productivity tools.

Salary Range: \$60,000 - \$65,000 per year

Benefits include generous PTO, group insurance plans with 86% of premium paid by RH, 401k plan with company match, length of service incentives, complementary therapies for staff including Massage, Reiki, and Sound Healing!

Qualified applicants should email resume and cover letter of interest to:

Donna Shaw, HR Manager

[donna.shaw@regionalhospicet.org](mailto:donna.shaw@regionalhospicet.org)

<https://regionalhospicet.org/career-opportunities/>