

Job Title: Senior Officer Donor Servicing

Job Description:

- Assist in maintaining donor dashboards, ensuring data is up-to-date and reflects key metrics for tracking progress and performance.
- Support data tracking and pledge monitoring activities to ensure timely follow-ups and updates on donor commitments.
- Assist in donation processing, ensuring all transactions are accurately recorded and aligned with organizational financial procedures.
- Help reconcile donation records with finance and CRM systems, ensuring data consistency and accuracy.
- Share acknowledgment receipts and thank-you letter under supervision, ensuring timely and professional communication with donors.
- Assist in updating donor information in the Donor Management Software, supporting data integrity and accuracy.
- Provide administrative support for donor stewardship, ensuring all processes are documented and tracked efficiently.
- Support in data collection for student allocation and contribute to creating comprehensive impact reports that showcase the outcomes of donor contributions.
- Support internal teams with donor-related reporting and analysis as needed.

Requirements:

- Some experience in donor relations, fundraising, or financial tracking
- Proficiency in Microsoft Office Suite, with relevant experience in donor management software (e.g., CRM systems).
- Strong attention to detail, organizational skills, and ability to manage multiple tasks efficiently.