



Susquehanna

National Heritage Area

JOB TITLE: Community Giving Coordinator

(Full-time regular employee position with benefits)

POSITION SUMMARY: Are you a detail-oriented storyteller who loves Central Pennsylvania and its rich history? Join the Susquehanna National Heritage Area as our Community Giving Coordinator. In this role, you aren't just managing data — you are the engine behind the fundraising efforts that preserve our landscapes and bring local stories to life. Working closely with our Senior Director of Community Giving, you'll be the backbone of our donor relationships, ensuring every supporter feels valued and every contribution is managed with precision.

RESPONSIBILITIES:

Database Management & Data Integrity:

- Guardian of our donor data (using Raiser's Edge), ensuring gift entry is fast, accurate, and that our records tell a clear story of who supports us.
- Data Lifecycle: Develop and update complete donor profiles, including biographical, financial, and interest-based information.
- Reporting: Produce regular fundraising reports to track progress toward financial goals and inform strategic decision-making.
- Precision & Accuracy: Establish and follow a rigorous schedule for all gift acknowledgments, including individual donors, corporations, EITC contributions, and sponsorships.

Communications & Events:

- Stewardship: Draft and send thoughtful acknowledgments, stewardship letters, and email updates as the voice of gratitude for the organization.
- Campaign Support: From local giving days like *ExtraGive* to our Annual Fund mailings, you'll help coordinate the logistics that make our major campaigns a success.
- Event Enthusiast: You'll provide the administrative and "on-the-ground" magic for special events, from tracking sponsorships to helping things run smoothly on the day of the show.
- Sponsorship Success: Assist in identifying prospects, developing sponsorship packages, and ensuring all sponsor benefits (logos, mentions, etc.) are fulfilled.

Other Responsibilities:

- Prospect Researcher: You'll help us find new friends of the Heritage Area by identifying potential donors and tracking their interests in our database.
- Administrative Support: Research, compile, and proofread high-level documents and reports for the Senior Leadership Team and Board of Directors.

SKILLS REQUIRED:

- Tech Savvy: You're comfortable with donor databases, social media, and modern office tools. Previous experience with Raiser's Edge is desirable.
- Precision & Heart: You have an eagle eye for detail but never forget that every data point represents a person who cares about our mission.
- Communication Skills: A strong, versatile writer who can craft a professional email or a compelling social post with ease.
- Reliability: You are a go-getter who can work independently, hit a deadline, and keep sensitive donor information confidential.

EMPLOYEE BENEFITS

Full-time, exempt employees' work schedules are generally 40 hours per week, Monday through Friday, 9 am to 5 pm. A flexible work schedule or additional work hours are likely necessary to meet the requirements of the position, including some evening hours and weekend work. Full-time employee benefits include:

- 10 paid holidays, 15 personal leave days (with an accrual schedule related to length of employment), and various types of unpaid leaves of absence.
- Medical and dental insurance conditions apply.
- Simple IRA retirement plan with 3% employer match contribution.

SALARY: \$45,000-\$50,000 annually.

HOW TO APPLY

Ready to help us elevate the incredible stories of our community? Send your **resume and a cover letter** to **Alene Wilmoth**, VP of Finance & Operations, at **awilmoth@susqnha.org**.

In your cover letter, tell us why you're a great fit and highlight any professional or personal experiences that show your passion for community and organization.