



Inter Parish Ministry

Donor Relations Specialist

(Part Time)

About IPM

Join Inter Parish Ministry (IPM), a Cincy Magazine 2020 Nonprofit Award Winner. We have been addressing community needs since 1964. IPM continues to be forward thinking in our mission to provide food, clothing, and other communal support while empowering clients with information, support, and services to improve their lives. We operate two Choice Food Pantries and a number of other programs to meet our clients where they live, learn, play, and pray. Make an impact that will be felt for future generations – be part of a prominent organization that feeds families and nourishes souls.

Position Overview:

Enjoy the benefits of working in a long-standing organization with a small dedicated staff. We cherish our donors, volunteers, and staff and highly value an inspired thought process.

Our Donor Relations Specialist manages all donations, including depositing, recording and tracking all funds provided to IPM. Responsible for managing donor tracking software to support fundraising activities and accurately track and report on all financial donations. Also supports Development Director with managing donor relationships and acknowledging gifts. Duties include:

- Managing the Donation Process:
 - Receive, deposit, record and track all monetary donations and work with an IPM volunteer to record and file in-kind donations
 - Create reports for bookkeeper and President/CEO to close month and reconcile with financial reports
 - Create and update letters of appreciation and special acknowledgement
- Update and Maintain Donor Relations Software:
 - Process and acknowledge all donor gifts; identify patterns of giving and report to Development Director
 - Provide financial donor reports on all donor types, events, programs and other key metrics to President/CEO and to the Board of Trustees as required
- Support and Lead Other Duties as Assigned Including:
 - Maintain and cultivate relationships with supporting churches and other key donors as identified by Development Director

Qualifications:

College degree or higher required; basic software skills, Microsoft Word/Excel and database experience required. Strong computer, interpersonal and communication skills. Ability to interact with staff and the public in a professional manner and maintain confidentiality. High level of integrity and initiative. Must be detail-oriented. Organizational and problem-solving skills. Strong interpersonal and communication skills. Ability to independently set priorities and multi-task; flexibility.

Benefits: IPM offers generous paid time off and 12+ paid holidays.

Application Procedure: We look forward to learning more about you. Submit your resume to info@interparish.org. Applications will be accepted until May 1 or until position is filled.