

DONOR ACKNOWLEDGEMENT ADMINISTRATOR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8.03 Appointive Standing Committees

(d)(4) This committee shall be composed of the Administrator and others deemed necessary to maintain donor lists and acknowledge donations and gifts.

The Administrator shall:

1. Be appointed by the Second Vice President, Community Relations, with Board approval.
2. Serve on the Community Relations Committee and attend Committee meetings in a voting capacity.
3. Maintain an accurate master mailing list and donor database and update them throughout the year.
4. Work with Special Events Chair to ensure that all donors and sponsors are sent thank you letters for general donations, Annual Appeal, sponsorships and other fundraising activities.
5. Submit reports, including a year-end summary, to the Second Vice President, Community Relations, as requested.
6. Maintain a Donor Acknowledgement procedure book electronically or otherwise. Ensure the master mailing list and other donor spreadsheets (Annual Appeal, Unsolicited Donations, Mountain Land) are placed in the Master Data File.
7. Submit job description changes to the Second Vice President, Community Relations for coordination with the Bylaws committee in accordance with Bylaws 8.02 (f).

Technology: Microsoft Word, email proficiency, and ability to learn Microsoft Excel