



THE
AMERICAN
CHESTNUT
FOUNDATION®

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Job Description

Our Mission

The mission of The American Chestnut Foundation is to return the iconic American chestnut to its native range.

Position: Gift and Records Specialist – Full time, non-exempt, permanent position

Reporting to the Controller, the Gift and Records Specialist ensures that donor and member records and correspondence are maintained in compliance with gift guidelines and company policies. The Gift and Records Specialist is an integral part of the administrative team and serves as the initial point of contact for our members, donors, visitors and the community by phone and in the office. The Gift and Records Specialist provides assistance with various accounting and office support functions as needed. Most work activity is in an office setting; however, some light duty outdoor work is occasionally required to assist with events and meetings. Only occasional travel is required.

General Responsibilities:

- Timely and accurate processing of daily deposits in DonorPerfect (TACF donor database) and related donor correspondence, reporting and reconciliation in line with industry standards and Foundation policies.
- Serving as matching gift administrator and work with staff to promote matching gifts through print materials and appropriate websites.
- Assisting the Membership Coordinator with data analysis and maintaining data integrity.
- Maintaining merchandise inventory and managing packing of shipping of goods ordered.
- Serving as first in line for customer service, both over the phone and in person.
- Assisting the Controller with reconciliations and other basic accounting duties.
- Performing other duties and administrative projects as requested.

Knowledge and Skills:

- Desire and willingness to learn about the Foundation and its programs and services. Interest in conservation helpful.
- Ability to handle and protect confidential information.
- Ability to work under deadline and to juggle multiple responsibilities concurrently.

- Interpersonal skills using tact, patience and courtesy.
- Strong self-motivation, initiative and the ability to work as a team member.
- Strong attention to detail, accuracy, and dependability – verbally and in writing.
- Superior customer service skills.
- Superior organizational skills.

Qualifications:

- Associate's degree with experience working in a business/fundraising office, or equivalent ; Bachelor's degree preferred. Combination of experience and education may be considered. Experience in non-profit organization(s) is preferred, especially in fundraising, accounting and database maintenance.
- Working knowledge of database functionality required; DonorPerfect or similar fundraising software desirable.
- Competence in basic office productivity software including the Microsoft Office 365 Suite.

Benefits

As part of a competitive compensation plan, The American Chestnut Foundation currently offers a robust Health, Dental, Vision, AD&D and Life insurance package at no cost to the employee, with coverage beginning the first day of the month following the date of hire. Employees may add dependents to the group plan at their cost, and any cost is offered under a Section 125 cafeteria plan – meaning significant tax savings for the employee. Under the cafeteria plan, we also offer participation in either a pre-tax Flexible Spending Account (FSA) or pre-tax Healthcare Savings Account (HSA) depending on the health insurance options selected and offer a variety of optional, supplemental coverage.

We also offer participation in a 403(b) retirement plan, with a 5% company match after two years of service. In addition to annual holiday pay, TACF offers two weeks paid vacation and ten paid sick days per year, with additional vacation time based on years of service.

The American Chestnut Foundation is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.