



MENTORS FOR LIFE

Youth Investment Foundation / Timber Bay

Job Title:	Donor Services Specialist	Funding:	Non-Support Raising
Position Category:	Administration Support	Classification:	Non-exempt
Location:	Timber Bay Central Services	Travel Required:	Minimal
Salary or Hourly Pay Range:	\$22-24/hr, 30-40 hours	Position Type:	Full-time
Reports To:	Corporate Secretary	Date Posted:	9/19/2022
Assigned Trainer / Coach:	Office Staff	Posting Expires:	

External Posting URL:	
Internal Posting URL:	

Applications Accepted By:	
FAX OR EMAIL: 763.478.0501 or admin@timberbay.org Subject Line: Interested in Position	MAIL: Laura Tolifson Youth Investment Foundation / Timber Bay PO Box 316 Medina, MN 55340

Job Description
<p>PURPOSE</p> <p>Timber Bay exists to bring the hope and love of Jesus Christ to youth.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>The Donor Services Specialist is key to accomplishing our purpose. They not only perform tasks related to servicing and helping our donors in the mechanics of their giving, but also service the communication needs of our staff. Responsibilities of the Donor Services position focus in these areas:</p> <ul style="list-style-type: none">• Donor Services• Gift in Kind Reporting & Receipting <p>Specific responsibilities can include:</p> <ol style="list-style-type: none">1. Daily depositing of donations.2. Receipting donations within 5- 7 business days.3. Respond to donor/staff regarding any questions or updates to donations and address updates.4. Processing credit card donations, following up on any donor needs, i.e. changes to donor's credit card.5. Respond to donors regarding year-end giving.6. Perform monthly receipting for GIK and send letters.7. Assisting with other donor related projects.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Because of the nature of our work with youth, we hire people with a high level of integrity and compassion for our youth. As a Donor Services Specialist you come to Timber Bay with:

- Your personal life in order in areas like your relationship with Christ, family relations, social and psychological adjustments.
- A care and comfort relating to youth.
- Experience and ability to handle administrative details.
- A completed application packet on file with a clear background check and thorough reference check.
- A signed Code of Conduct and Statement of Faith on file.
- A signed Confidentiality Agreement.
- A desire to follow through with our training process.

SKILLS, GIFTS AND TALENTS

We prefer the Donor Services Specialist to operate their ministry out of the skills, gifts and interests they already possess. People skills, writing and listening skills, administrative skills and being part of work teams are important skills to possess and grow in.

ADDITIONAL NOTES

The Donor Services Specialist will:

- Strive to maintain an image that honors Jesus Christ with the community. Professional approach to Timber Bay means relating to staff, alumni, donors and stakeholders in love, with objectivity, with a moral ethic and confidentiality.
- Work in teams as needed with other Area Directors, Outreach Staff, Camp Staff and Central Service Support Staff.
- Be trained in and follow our business management practices, safety protocols and working procedures.

Candidate understands that any employment, both paid or unpaid, which might be offered to me by YIF is "at will" and of indefinite duration, that either I or YIF may terminate that employment at any time, with or without notice and for any reason, that no agreement to the contrary will be recognized by YIF.

OFFICE USE ONLY

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	