

Donation Processing Coordinator

Job Posting

Are you a detail-oriented individual looking to make an impact on the world through your career? Do you enjoy working with databases and spreadsheets, learning new systems, and finding ways to improve processes? Are you also a strong communicator who values team collaboration and ensuring donors feel appreciated through thoughtful stewardship? If you're reading this, nodding, and thinking, "That's me!"—we'd love to talk with you!

Cooperative for Education (CoEd) is a nonprofit organization dedicated to breaking the cycle of poverty in Guatemala through education. CoEd accomplishes this mission by helping kids learn to read, graduate, and thrive throughout their lives. By providing sustainable education tools (like books and computers), teacher training, and scholarships, CoEd strives to address the root causes of poverty in Guatemala, rather than merely treating its symptoms.

We are looking for a Donation Processing Coordinator who is motivated, well-organized, and detail-oriented. This position is responsible for:

Donation Processing

- Processes received donations, including online gifts, cash, wire transfers and checks
- Communicates with donors regarding their donations, including pledge reminders, thank you acknowledgements, receipts and messages about failed gifts.

Donor Database Management

- Inputs gift and pledge data into Salesforce, our donor management system.
- Maintains donor and account data integrity.

Finance Team Support

- Assists Controller with finance and accounting related tasks including assisting with bank reconciliation, expense reporting, payroll, and other duties as assigned.
- Coordinates with benefits vendors and maintains benefits records.
- Provides administrative support to the Finance Committee, including scheduling meetings, preparing agendas, taking minutes, and coordinating follow-up actions.

Our IDEAL candidate will possess the following characteristics:

You're filled with gratitude.

You love showing others the appreciation they deserve and recognize that thoughtfulness is key when communicating with donors.

You value attention to detail.

You care about the little things and carry out your work with thought and integrity. You're even watching for typos, and this sentence made your eye twitch.

You're passionate about empowering students.

You recognize the importance of education, and long to make a difference by connecting promising students with supporters who can help them surmount the barriers to their success.

Skills/Experience Required:

- Associate's or Bachelor's Degree in related field preferred. Please include your area of study on your resume.
- 1-2 years of work experience in donation processing or bookkeeping is strongly preferred.
- Database experience and/or tech savviness strongly preferred.
- Detail oriented with strong organizational skills.
- High level of critical thinking and problem-solving skills.
- Ability to interact and work effectively with colleagues and donors.
- Excellent written and oral communication skills.
- Intermediate proficiency in Excel, including data entry, formatting, and formulas. Proficiency in Microsoft Office.
- Experience with Salesforce and/or QuickBooks a plus.
- Spanish-speaking ability is a plus but not required.

Compensation: \$43,000-\$48,000 annual salary

Job Type: Full Time

Benefits:

- Medical/Dental/Vision Insurance
- Employer HSA contribution
- 401(k) plan
- Flex time
- 4 weeks Paid Time Off (PTO) and 10 observed paid holidays
- Potential for paid travel to Guatemala with option of additional 1 week PTO for Spanish study

This is a position based in our Cincinnati, Ohio office and starting in March 2025. This office currently operates with a hybrid in-person and remote schedule. This role will be required to come into the office on Wednesday and Thursday each week.

How to Apply: Please apply through our website at coeduc.org/careers with resume and cover letter. Applications submitted prior to February 23 will receive priority consideration. **No phone calls, please.**

Cooperative for Education is an Equal Opportunity Employer and does not unlawfully discriminate on-the-basis of any status or condition protected by applicable federal or state laws.