



Position Title: Fundraising Project Manager
Department: Fundraising
Reports To: Director of Fundraising
Location: St. Paul, MN office

Duties and Responsibilities: In general, responsible for the day-to-day support of our Account Management Team. Duties include but are not limited to:

- Update monthly year to date reports for clients and internal reporting
- Assist Account Management team coordinate day to day client activity as appropriate
 - Review and distribute reports and credit cards to clients
 - Write and get approval on scripts and letters
 - Proofreads mail pieces, checking grammar, mailcode appropriateness, etc...
 - Analyze program results to drive performance
 - Track fulfillment results
 - Receive and process posting files
 - Analyze and track tests on mail pieces, script suggestions, etc...
 - Track and approve stationery for mailings
 - Manage client schedule for posting, reminder mailings, etc..
 - Assist reporting for A/R balances, follow up, summary reports
- Assist with political updates and client-specific fact sheets to call center staff
- Approve weekly invoices
- Assist Account Management staff with finding and acquiring commercial lists
- Monitor fundraising calls/work with QA team regularly
- Help research and test new techniques in telephone fundraising
- Support Account Management team as needed – various reporting, etc...
- Help maintain and expand client relationships through delivery of high quality work

Characteristics must include

- Strong work ethic
- Self-starter
- Team player
- Leadership skills
- Writing ability
- Presentation ability
- Organized and detail oriented
- Strong mathematic skills
- Unquestioned integrity/character
- Clear understanding of political process
- Multi-tasking skills

- Mastery of MS Office software; computer literate