

Job Description

Serves as a strategic resource for reporting and tracking 2Life's fundraising progress. Produce reports on various fundraising metrics, including regular monitoring of the annual campaign, Comprehensive Campaign, event fundraising activities, and grant payments.

ESSENTIAL JOB FUNCTIONS

- Accurately maintains 2Life's Salesforce donor database (approximately 10,000 records), and provides support for a team of 8 individuals.
- Processes donations and pledges promptly and accurately, according to best practices.
- Regularly runs revenue reports for department, Development Committee, and Board of Directors, and advises on progress of revenues against annual goals.
- Trains staff as part of the onboarding process.
- Performs maintenance projects on the database as necessary, including archiving data and deduping records.
- Generates and files correspondence related to gifts processing, including invoices and gift agreements.
- Supports FD team for donor receptions/events, including major fundraisers (Raising the Roof), which may involve additional event software.
- Communicates directly with donors and financial institutions to clarify donation-related questions.

OTHER DUTIES AND RESPONSIBILITIES

- Responsible for performing weekly, monthly and year-end reconciliation with the Accounting Department.
- Meets regularly with IT team to address Salesforce configuration issues.
- Responsible for the confidentiality and security of all donor data consistent with Massachusetts Data Security Law.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Three years of Salesforce database management experience in a nonprofit fundraising department.
- Comfortable with Google Workspace. Experience with iWave or other wealth identification software is a plus.
- Able to maintain strict confidentiality with donor records and information.
- Practiced and dependable attention to detail and organization.
- Project management experience preferred.
- Exceptional writing and interpersonal skills.
- Self-directed with the ability to work both independently and as part of a team.

2LIFE COMMUNITIES provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age.

2Life Communities owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction and more in planning, we

expect to add another 600-700 units within the next several years as we complete projects in active planning and construction phases.

BENEFITS AND MORE

We offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Paid vacation
- Paid holidays
- 2 floating holidays
- Pet insurance
- And more!

The above statements intend to describe the general nature and level of work performed by people assigned to do this job. The above does not intend to be an exhaustive list of all responsibilities and duties required.

We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.