



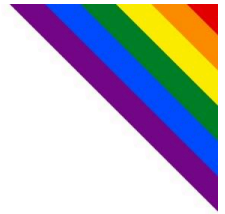
# Project Q&A

P.O. Box 54

Independence, KS 67301

[www.projectqna.org](http://www.projectqna.org)

## Education, Empowerment, Visibility



### Donor Coordinator

Project Q&A is looking for an individual to fill the role of our Donor Coordinator. Project Q&A is the leading nonprofit organization working to educate, empower, and raise visibility for the over 2.9 million LGBTQ individuals who call rural America home.

The Donor Relations Coordinator works closely with the Executive Director and Communication Coordinator to implement Project Q&A's individual fundraising efforts. Responsibilities include, but are not limited to: maintaining donor-giving information; assisting with fundraising appeals; coordinating logistics for development events; communicating with and stewarding donors; and supporting the leadership team in all individual donor fundraising activities. Candidate must be a strong multi-tasker, have outstanding communication, interpersonal, and research skills, work well under limited supervision, and be highly organized. Prior experience in a nonprofit fundraising position is preferred but not required. This position offers an exceptional opportunity for growth for the right candidate interested in nonprofit fundraising and donor relations. This position is perfect for someone passionate about educating rural communities on queer issues, empowering individuals to create change, and raising LGBTQ visibility.

#### Duties:

- Maintain donor relationship management database, including updating donor records, compiling biographical information, data entry, and pulling reports/queries
- Process incoming gifts and ensure that gifts are accurately recorded and thanked
- Coordinate donor mailings, including direct mail appeals
- Track pledges and monthly gifts to ensure on-time payment
- Analyze donor giving patterns to increase donor retention, upgrading, and conversion rates
- Assist with individual donor stewardship, including acknowledgment letters, thank you cards, donor appreciation gifts, and other communications via phone and email
- Assist with the preparation of the annual report and other reports to donors as needed

- Conduct research on donor prospects and other acquisition strategies to expand the donor base nationally
- Performs other related duties as required

**Monthly Time Commitment:** 8+ Hours

**How to Apply:**

Please send a resume and brief statement (500 or less) of why you want to serve in this role. In addition, please include any unique skills or talents you will bring to Project Q&A. Send your resume and statement to Brandon West, Executive Director, [brandon@projectqna.org](mailto:brandon@projectqna.org), with the position as the subject line. Applications are also available at [projectqna.org/take-action](http://projectqna.org/take-action).

Project Q&A Inc. celebrates diversity and is committed to creating an inclusive environment for all individuals to thrive in their roles to serve the LGBTQIA+ community.