

JOB DESCRIPTION

Position Title: Development Records Specialist

Date Created: May 2023

Department: Both Finance Department & Development Department

Reports To: Senior Development Officer

Salary: \$45,000 - \$52,000

About Greater New York Council, BSA

The Greater New York Councils (“the Council”) serves the five boroughs of Manhattan, Queens, the Bronx, Brooklyn, and Staten Island. Pre-COVID the Councils served 21,000 youth with a total available youth population of 680,239; it is one of the few remaining purely urban Scout Councils.

The Council’s major programs are Cub Scouts, Scouts, Venturing, Sea Scouts, and Exploring. Whether joining a Scouting or Exploring program at age five or age 20, participants will be part of a community of volunteers and members, taking part in activities that build character, community, camaraderie, and fitness.



With incredible [camp properties](#) — Alpine Scout Camp, William H. Pouch Camp, and Ten Mile River Camps — the BSA-GNYC provides scouts and their families with the opportunity to connect with nature, developing the self-reliance that brings confidence and self-worth into all other aspects of life.

GNYC’s offices are currently located at 475 Riverside Drive in a building operated as a co-op for the exclusive use of religious and other nonprofit organizations. The space is cost-effective and offers more than ample room for meetings and staff expansion. With the lease due to expire in 2023 and the acceptance of a more hybrid working arrangement, the Councils will review the potential to reduce their footprint or

potentially relocate to a smaller midtown Manhattan office better located from a transportation standpoint.

Position Summary:

Greater New York Councils seeks a Development Records Specialist, responsible for accurately and timely recording, review, and compilation of development transactions in Blackbaud’s Raiser’s Edge, designing and generating reports, analyzing results, prospect research, mailings, and correspondence, special event support, and issuing recommendations to support the organization’s fundraising goals. The Development Records Specialist reports to the Senior Development Officer and works closely with the Council’s CEO and a third-party remote accounting firm.

Responsibilities:

- Responsible for the data entry process of gifts, payments, and prospects into Blackbaud Raiser's Edge and the accuracy of all information entered.
- In conjunction with the Chief Development Officer, produce analyses on various data sets to demonstrate trends, relational and predictive variables, etc.
- Produce Scouting alumni engagement tracking statistics and reports to monitor progress against alumni engagement initiatives.
- Complete capacity estimates and other investigative research regarding our top donor prospects using public and subscription research resources.
- Utilize data mining technology to prioritize prospects for major and planned gifts and target prospective annual fund donors more effectively.
- Provides research-based counsel and analysis to development officers regarding cultivation and solicitation strategy.
- Meets with assigned development officers to review prospects and projects and provide detailed briefings on prospects.
- Collaborates with development officers on proactive prospect identification and qualification and makes recommendations concerning prospect opportunities.
- Conducts investigative research using local, state, and national sources and a variety of print and electronic sources, such as library records, city directories, courthouse records, annual reports, securities transactions, real property files, technical and trade documents, and journals, publications, reference books, periodicals, personal contact/telephone sources, etc. to identify potential donors and provide in-depth personal and financial information on prospects. Makes recommendations on possible new sources.
- Provides administrative support to the development team in cooperation with other assigned support staff.

Secondary Responsibilities

- Compile and send thank you notes/ tax letters on a weekly basis for donations for the Friends of Scouting, varied "Good Scout" events, capital and endowment campaigns.
- Create mailings for various events and fundraising campaigns, manage reports for the events, production of event letters and invitations, and create nametags, place cards, chair backs and seating lists for events.
- Download/print Raiser's Edge donor reports as needed. Print prospect lists; merge letters/envelopes with Raiser's Edge Donors/Prospect lists. Create call sheets from prospect lists. Convert files to Excel sheet, input/update names/information.
- Work with the luncheon coordinator to produce the seating lists .
- Provide occasional coverage for the front counter.
- Create from Raiser's Edge the listing of donors by giving level for the Annual Report.
- Assist if needed in the follow up with donors for their congratulatory ads for the printed programs.
- Support the creation of the Direct Mail campaign materials and monitor the results
- Manages the acknowledgements for the Commemorative Tribute Fund

Attributes Required

- Demonstrated analytical skills to initiate and perform complex analyses and organize information to identify patterns, tendencies, and relationships among individuals, corporations, and foundations.
- Strong research, technical report-writing, and problem-solving skills
- Ability to maintain confidentiality and work with sensitive information.
- The ability to accurately and timely manipulate large volumes of data and while paying close attention to detail

- Attend special events and team meetings as necessary to fulfill duties of the job
- Adherence to deadlines, calendar, and schedules
- Excellent communication (written and verbal) and presentation skills, with demonstrated ability to interact effectively with different personality styles and build relationships
- Strong mathematical and analytical skills
- Detail oriented and highly organized
- Maintain files and other documentation
- Other assignments as needed

Position Requirements:

- Bachelor's Degree or equivalent related work experience
- Minimum 3-5 years of non-profit experience in report writing/analysis or other information related field
- Superior skills in MS Excel, including Pivot Tables and Lookups
- Comfortable with a variety of online meeting and communication platforms (Zoom, MS Teams, One Drive, MS Outlook)
- Previous experience with Blackbaud Raiser's Edge is required.
- Experience with Peoplesoft is a plus

Updated: 5/11/2023