Children’s Oncology Camp Foundation, Inc.

Job Description

**Job Title:** **Business Operations and Donor Relations Coordinator**

**Reports to:** Business Manager

**Job Description:** Assist Business Manager with issues related to COCF’s general office management, donor database, accounting, financial reporting, and budgetary needs.

**Job Classification:** This is an hourly, non-exempt, .8 FTE permanent position with foundation benefits package including health insurance and generous paid time off allowance.

**Hourly Rate:** $14.00-$18.00 DOE

**Education & Qualifications:**

High School diploma or equivalent. Bachelor’s degree strongly preferred. Accounting experience including A/R, A/P, and end-of-year reconciliation strongly preferred. Minimum three years’ experience in a professional office including business operations and accounting. Non-profit experience is preferred. Applicants should be highly organized with strong interpersonal and problem solving skills, able to work both independently and as a team. Must be strong in Microsoft Office applications, proficiency in Quickbooks (QB) and have a basic knowledge of database concepts.

**Key responsibilities include:**

* General office duties:
  + Answering phones & general office reception
  + Supply ordering/purchasing
* Donation database management and donor relations
  + Gift entry into database
    - Mail, online, etc.
  + Acknowledgement letters and donor communication (e.g., new donor recognition)
  + Daily reports
  + Processing of event gifts, registrations, etc.
  + Assist departments with database reports
  + Once proficient, train staff on donor database as needed
* Accounting Duties
  + Take deposits to bank
  + Assist with yearly audit and 990 preparation
  + Track gift/reward card check in/out
  + Business operations filing
  + Reconcile merchant accounts to QB and bank statements monthly with Business Manager
  + Reconcile donor database incomes to QB monthly, quarterly, and annually
  + Collect, record, and reconcile monthly staff credit card charges to QB
  + Assist with preparation of annual budget and entering into QB
  + Maintain monthly printing and postage spreadsheet and enter into QB
  + Maintain organization of Accounting Records Room
  + Assist with events and event accounting as needed with Admin team
* Performance of other duties as necessary

Work Comp Code 9012- Clericaland sales employees are assigned to Code 9012

**Application Process:**

Interested and qualified candidates should email cover letter, resume and a minimum of 2 professional references with “Business Operations and Donor Relations Coordinator Application” in the subject line to: [shelley@campdream.org](mailto:shelley@campdream.org).

Children’s Oncology Camp Foundation (Camp Mak-A-Dream) is an Equal Opportunity Employer.