

Manager of Donor Services and Office Operations

0.80 FTE (32 hours/week) | Lincoln-based Hybrid

Salary: \$45,000–\$50,000 annually (0.80 FTE/32 hours per week), depending on qualifications and experience.

Position Summary

The Manager of Donor Services and Office Operations supports the Foundation's fundraising, donor stewardship, Board operations, and day-to-day office administration. This position maintains donor records, coordinates annual giving, manages office operations, provides administrative support to the Executive Director and Board, and helps ensure exceptional service to donors and constituents.

Primary Responsibilities

- Maintain donor records, gift processing, acknowledgments, and reporting in Bloomerang.
- Coordinate annual giving, donor stewardship, and Cottonwood Society renewals.
- Support the Executive Director with donor research, meeting preparation, and follow-up.
- Coordinate Board and committee meetings, materials, minutes, and Trustee records.
- Manage daily office operations, supplies, mail, vendors, and administrative systems.
- Oversee the Foundation's online store, including inventory, order fulfillment, and customer service.
- Serve as the primary administrative liaison with the Foundation's marketing partner.
- Maintain accurate records while ensuring confidentiality and excellent customer service.

Qualifications

- Bachelor's degree preferred or an equivalent combination of education and experience.
- Three or more years of nonprofit administration, donor services, office management, or related experience.

- Experience with donor databases (Bloomerang preferred), Microsoft Office, and office technology.
- Excellent organizational, communication, and customer service skills.
- Ability to manage multiple priorities, maintain confidentiality, and work independently in a collaborative environment.

Work Schedule

This is a 32-hour-per-week hybrid position, generally Monday through Thursday, with required office presence in Lincoln on Tuesdays and Thursdays and occasional travel to Omaha and evening or weekend events.