

Job Title	Development Operations Coordinator
Employer/ Agency	Holocaust Museum Houston
Job Description	<p>About the Role The Development Operations Coordinator supports the organization’s fundraising and stewardship efforts by ensuring accurate gift processing, timely acknowledgments, and reliable donor data management. This role is responsible for entering and reconciling gifts, generating donor communications, and maintaining confidential donor records in support of strong donor relationships and financial integrity.</p> <p>What You’ll Do</p> <p><i>Gift Processing & Data Management</i></p> <ul style="list-style-type: none"> • Accurately enter and code all gifts into the donor database (Blackbaud Altru), including checks, stock gifts, wire transfers, and credit card transactions. • Upload and maintain supporting documentation for all gifts to support accurate financial reporting and audit readiness. • Process gifts in a timely manner to support effective donor stewardship and up-to-date records. • Maintain strict confidentiality and exercise discretion when handling sensitive donor and financial information. • Coordinate regularly with the Accounting team to reconcile gift entries with financial records. • Update donor records as new or corrected information is received. • Apply working knowledge of donor-advised funds (DAFs), foundations, and basic charitable tax receipting guidelines to ensure accurate acknowledgments. <p><i>Acknowledgments, Memberships & Tribute Processing</i></p> <ul style="list-style-type: none"> • Generate acknowledgment letters, tribute cards, and membership cards using Blackbaud Altru, ensuring accuracy of donor information, gift details, and templates. • Upload all acknowledgment correspondence into the donor database to maintain complete stewardship records. • Print, prepare, and mail acknowledgment letters, tribute cards, and membership materials using office postage equipment. • Coordinate with Development team members across memberships, annual giving, and events to ensure appropriate and timely acknowledgments. • Review correspondence for formatting, grammar, and completeness prior to mailing. <p><i>Pledge Administration</i></p> <ul style="list-style-type: none"> • Generate monthly pledge reminder reports and collaborate with Development staff to confirm outreach lists. • Format pledge reminder letters and invoices for clarity, grammar, and layout. • Ensure reminders are mailed in a timely manner to support donor follow-up.

Qualifications	<p>Education/Experience</p> <ul style="list-style-type: none"> • 2–3 years of experience in gift processing, donor data management, or development operations, preferably in a nonprofit setting. • Experience using a donor database; Blackbaud Altru experience strongly preferred. • Familiarity with donor-advised funds (DAFs), foundations, and basic charitable tax receipting requirements preferred. <p>What We’re Looking For</p> <ul style="list-style-type: none"> • High attention to detail and accuracy. • Strong organizational and time management skills. • Ability to handle confidential information with discretion and professionalism. • Proficiency with Microsoft Office Suite and Adobe Acrobat. • Ability to work independently and collaboratively across teams. • Clear written communication and basic document formatting skills. <ul style="list-style-type: none"> • Familiarity with donor-advised funds (DAFs), foundations, and basic charitable tax receipting requirements is a plus
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://hnh.org/job/development-operations-coordinator/
Opening Date	Immediately

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