**Job Description of Donor Services Officer**

**Experience required: 1-3 years**

**Job Responsibilities**

1. Providing our donors(fund holders) with the highest level ofservicein support of their charitable giving.

2. Work with the Marketing & Development team to cultivate prospective new donors and manage the pipeline of prospects in process.

3. Create and/or oversee opportunities for donors to interact with Foundation staff, board, and key constituents, including high-touch programs and events.

4. Create and document policies and procedures that relate to donor interactions with the Foundation.

5. Support new and prospective nonprofit funds in their efforts to grow their endowments.

6. Entering donors list in DMS software to make records.

7. Follow ups and greetings calls to the donors.

**Skills and qualifications**

1. Excellent written and verbal communication skills.

2. Demonstrated ability to interact effectively with diverse individuals and groups. Strong customer service orientation.

3. Ability to work independently and to take initiative, and participate as an effective team member. 4. Bachelor’s degree required.

5. Must be proficient with Microsoft Office and have the ability to become adept at using our internal donor management system.

6. Excellent problem solving skills.

Job Type: Full-time

Salary: ₹25,000.00 to ₹30,000.00 /month