



THE
AMERICAN
CHESTNUT
FOUNDATION®

TACF NATIONAL OFFICE | 50 NORTH MERRIMON AVENUE, SUITE 115 | ASHEVILLE, NC 28804 | 828.281.0047 | WWW.ACF.ORG | CHESTNUT@ACF.ORG

[The American Chestnut Foundation](#) (TACF) is a nonprofit conservation and research organization dedicated to restoring the American chestnut tree to its native range.

Position: Gifts and Records Specialist, Asheville, North Carolina – (Full Time, Non-Exempt, Permanent)

Salary Range: TACF is a Living Wage Employer

Job Description

Reporting to the Membership Manager, the Gifts and Records Specialist is responsible for donor and member gift processing, data base entry, and data quality control in the TACF's donor management system. The Gifts and Records Specialist is an integral part of the administrative team and often serves as the initial point of contact for members, donors, visitors, and the community at TACF's national headquarters in Asheville, North Carolina.

Essential Functions

- Address donor questions and requests with exemplary customer service
- Maintain and manage the integrity of the donor database
- Provide timely and accurate gift processing, database entry, and data quality in compliance with gift guidelines and company policies
- Create, update, and issue accurate acknowledgement letters for individuals, foundations, and donor-advised fund donors in a timely manner
- Track and manage matching gifts and pledges
- Maintain accurate and current donor data that effectively reflects key cultivation, solicitation, and stewardship information
- Research, curate, and promote merchandise, and manage sales, inventory, and shipping.
- Manage, track, and promote fundraisers, raffles, and annual seedling sale while maintaining clear customer communication
- Oversee e-commerce site and manage its functionality
- Assist in the execution of special events (staff, board, and membership meetings)
- Become cross-trained on membership reporting, seed level management, and event planning
- Provide administrative support as needed



Qualifications

- Associates or Bachelors degree preferred; Combination of experience and education may be considered
- Experience in non-profit organization(s) is preferred, especially in fundraising, accounting, and database management
- Working knowledge of donor database functionality required; DonorPerfect or similar fundraising software desirable
- Familiarity with online marketing tools such as Constant Contact
- Competence in basic office productivity software including Microsoft Office 365 Suite
- Ability to handle and protect confidential information
- Interpersonal skills such as tact, patience, courtesy, and effective communication
- Attention to detail, accuracy, and dependability

Benefits

In addition to a great culture, The American Chestnut Foundation offers a robust benefits package to support employees and their families! Benefits include Health, Vision, Dental Insurance, FSA and HSA, Life and AD&D insurance options at reduced costs to our employees.

TACF offers a 403(b) retirement plan, including company match contributions after 2 years of service, to help your long term financial plan grow quickly. Along with most federal holidays, TACF offers two weeks paid vacation, which advances with years of service, as well as ten paid sick days per year.

Application

Interested candidates should forward a cover letter and resume, including references, to chestnut@acf.org. No phone calls will be accepted. Applications for this position will be accepted through end of day Friday, May 28, 2021. Only candidates forwarded in the process will receive communication regarding interviews.

The American Chestnut Foundation is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.