



Job Title: Gift Administration Coordinator	FLSA Classification: Non-Exempt
Status: Full Time	Reports To: Chief Advancement Officer
Date Created/Revised: July 2026	Department: Development & Communications

About the Role

Kids' Meals is seeking a detail-oriented and mission-driven Gift Administration Coordinator to support the integrity and administration of the organization's donor database and gift-processing systems.

This position ensures philanthropic contributions are recorded accurately and promptly, maintains complete donor records, produces fundraising reports, and provides operational support for donor stewardship, development campaigns, and third-party fundraising initiatives.

The ideal candidate is highly organized, comfortable working with data, and committed to providing an exceptional donor experience while safeguarding confidential donor and financial information.

Key Responsibilities

- **Database Administration:** Maintain accurate constituent records in Blackbaud Raiser's Edge, including donor contact information, relationships, attributes, and other relevant information.
- **Data Integrity:** Review donor information for completeness and accuracy while following established database procedures, data standards, and confidentiality requirements.
- **Gift Processing:** Accurately and promptly process checks, online donations, ACH transactions, matching gifts, stock gifts, in-kind contributions, recurring gifts, and pledges.
- **Gift Reconciliation:** Partner with Finance to reconcile contribution activity, research discrepancies, and maintain consistent gift records across systems.
- **Pledge Administration:** Maintain pledge records, generate reminders, and track recurring gifts and other donor commitments.
- **Data Management:** Prepare and review donor-data imports and exports in accordance with established procedures and database standards.
- **Online Giving:** Create and maintain online donation forms and support digital and third-party fundraising platforms.



- **Reporting and Analytics:** Produce recurring fundraising, campaign, event, leadership, and board reports and assist with donor analysis and fundraising metrics.
- **Donor Segmentation:** Prepare donor segments, mailing lists, email lists, and other data selections for fundraising and stewardship communications.
- **Third-Party Fundraising:** Create and maintain third-party fundraising pages, track related activity and revenue, and support community-fundraiser stewardship.
- **Development Support:** Conduct donor and prospect research and provide administrative and operational support for campaigns, stewardship activities, donor events, and other development initiatives.
- Other duties as assigned.

This position does not have direct employee reports.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

What We're Looking For

- **Education:** Bachelor's degree in nonprofit management, business administration, finance, communications, data management, or a related field preferred. An equivalent combination of relevant education, training, internship experience, and professional experience may be considered.
- **Professional Experience:** One to three years of experience in nonprofit development, gift processing, database administration, finance, data entry, or a related administrative function preferred. Relevant internship or volunteer experience may be considered.
- **Database Experience:** Experience with Blackbaud Raiser's Edge or a comparable constituent relationship management system is preferred.
- **Technology:** Intermediate proficiency in Microsoft Excel and the ability to learn new database, reporting, and fundraising platforms.
- **Attention to Detail:** Demonstrated ability to process detailed financial or donor information accurately and maintain complete records.
- **Confidentiality:** Ability to handle confidential donor, financial, and organizational information with discretion and sound judgment.
- **Organization:** Ability to manage competing priorities, meet deadlines, and maintain accurate documentation.
- **Analytical Skills:** Ability to review data, identify discrepancies, conduct research, and support basic fundraising analysis.
- **Communication:** Strong written, verbal, and interpersonal communication skills.
- **Team Orientation:** A positive, flexible, and collaborative approach to supporting donors, colleagues, and organizational priorities.



Physical and Work Environment Requirements

The position primarily operates in a professional office environment. Occasional local travel, extended periods of standing or walking during events, and lifting or transporting materials weighing up to 25 pounds may be required.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Schedule Requirement

This is a full-time, hourly position with a standard Monday-through-Friday schedule. Occasional availability for extended workdays, evenings, and weekends may be required for development campaigns, donor activities, and special events.

Why Kids' Meals

We're more than a nonprofit—we're a movement. Our values drive everything we do:

- **Strive to succeed**
- **Include everyone**
- **Do the right thing**
- **Deliver hope and find joy**
- **Watch out for each other**

Kids' Meals is an Equal Opportunity Employer. Qualified applicants will be considered without regard to race, color, religion, creed, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other status protected by applicable federal, state, or local law.

We offer a competitive compensation and benefits package, which includes employer-paid medical, dental, vision, & long-term disability benefits and more.

Join us in making a real impact.

Apply at: <https://kidsmealsinc.org/careers>