

Position Description

Donor Database Coordinator



Department: Resource Development

Position Status: Part-Time

Reports To: Vice President of Development & Communications

Salary Range: \$15-16/hr.

SUMMARY

The Boys & Girls Clubs of Kentuckiana's donor database is central to the management of donor relationships. This part-time position coordinates all gift entry and acknowledgments, and will maximize the fundraising and marketing potential of the donor database through accurate and effective management of donor information. The successful candidate will ensure a high level of data integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (additional duties may be assigned):

- Manages the day-to-day operations of the fundraising database, ensuring that it operates to its full potential to maximize income.
- Creates, updates and maintains data structure, including but not limited to: effective maintenance of database codes, accuracy of donor and prospect names, salutations and contact information, maintaining accurate soft credit and pledge input, maintenance and reporting.
- Keeps constituent files clean and up-to-date by checking database against external registers on a periodic basis.
- Provides accurate and timely reports, queries and data exports for fundraising campaign purposes.
- Ensures that all other database users are appropriately trained and kept up-to-date with procedures.
- Supports colleagues by investigating problems and recommending solutions relative to any and all database functions.
- Regularly communicates with leadership to ensure awareness of issues relative to data integrity and donor needs.
- Works collaboratively with other Resource Development team members to conduct prospect research.

OTHER RESPONSIBILITIES:

- Responsible for timely and accurate gift entry and revenue tracking including but not limited to: check receipt process, wire transfer gifts, stock transfer gifts, and ensuring accurate gift entry.

- Responsible for generating accurate, timely, and appropriately worded acknowledgment receipts for all donations.
- Maintains a strong electronic and paper filing and tracking system for gift and pledge documentation.
- Serves as the liaison with the Finance team for financial adjustments when necessary and regular reconciliations.

SPECIFIC SKILLS/KNOWLEDGE REQUIRED

- Post-secondary degree from an accredited college or university.
- Previous direct experience administering a donor database.
- Excellent organizational skills and demonstrated ability to prioritize tasks, meet deadlines, multi-task and work under pressure.
- Ability to organize information and data and perform detail-oriented work with accuracy/timeliness/completeness.
- Knowledge of the practices and principles of fundraising and/or prior experience with fundraising operations required.
- Proven experience in effectively communicating with donors and funders via in-person interaction, phone, email and regular mail is preferred.
- Ability to work with multiple staff within the Resource Development Team and throughout the organization.
- Strong written and verbal communications skills as well as solid interpersonal skills.
- Experience working in a Boys & Girls Club or other nonprofit organization preferred

WORK ENVIRONMENT

Good working conditions. Some changes to work schedule to include some weekends or evenings. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.