

|  |                                   |
|--|-----------------------------------|
| Position Title: Donor Database Coordinator   | Effective Date: 08/23/2023        |
| Team: Development  | Location: Child Advocates offices |
| Position reports to: Development Director  | Status: Exempt                    |
| <p><u>Qualifications</u></p> <p>Work Experience:</p> <ul style="list-style-type: none"> <li>• 2+ or more years of related work experience; strong preference for fundraising, with some marketing and/or related experience</li> <li>• Database experience, prefer experience with Raiser’s Edge</li> </ul> <p>Education: Bachelor’s degree</p> <p>Licensure/Certifications: N/A</p>   |                                   |
| <p><u>Essential Skills and Requirements</u></p> <ul style="list-style-type: none"> <li>• Proficiency in MS Office suite</li> <li>• Knowledge of database management, Raiser’s Edge preferred</li> <li>• Knowledge of Adobe Creative Suite preferred</li> <li>• Proven written and verbal communications skills, including via mass email, social media, and donor collateral</li> <li>• Demonstrated ability to manage multiple work tasks</li> <li>• Proven organizational skills</li> <li>• Ability to manage projects independently while working in a team setting</li> <li>• Previous experience working with broad scope of constituency groups, which may include volunteers, board and committee members, donors, and representatives of community organizations and businesses</li> </ul> |                                   |

**Essential Job Functions:**

1. Database management using Blackbaud/Raiser’s Edge/Luminate, including data accuracy; creating new appeal, fund, and constituent codes as required; entering and verifying the data; generating reports; building queries and preparing communications.
2. Lead all data maintenance, reporting, and list creation for monthly reports, annual fund and direct mail campaigns, publications, special events, and email communications.
3. Perform other duties supporting development team efforts including discovery calls and thank you notes.
4. Prepare for all development, committee meetings, including notifying committee members of meeting dates, ordering and picking up food, purchasing meeting supplies, preparing materials, and taking meeting notes.

### **Other Job Functions**

5. Assist marketing team, specifically but not limited to, email campaigns.
6. Attend and assist with development events including list generation, pre-event activities, check-in/out, post event activities, and gift reconciliations.
7. Work with development team and volunteers to ensure overall goal of increasing constituent support is achieved.
8. Contribute to the development of the annual development plans.
9. Other miscellaneous duties, including receptionist coverage during lunch one day a week or as needed.
10. Other tasks as assigned.

### **Core Organizational Values**

Employee behaviors which model:

1. Effective teamwork within the organization and positive collaborations with external organizations and individuals.
2. A supportive and positive attitude towards organizational changes,
3. Demonstrated innovation,
4. Demonstrated capacity to perform at or above the stated job requirements,
5. A level of professionalism and judgment in business situations appropriate to the position.

|  |  |
|--|--|
| <p><u>Work Characteristics</u></p> <ul style="list-style-type: none"><li>• Must be able to lift and move up to 30 pounds of equipment.</li><li>• Must have steady hand and arm posture.</li></ul> <p><u>Additional Factors</u></p> <ul style="list-style-type: none"><li>• Must have valid Texas driver's license and auto liability insurance</li></ul> | <p><u>Work Conditions</u> (list hours and any unusual time requirements or commitments, such as weekends, short notice, extensive travel, working off-site)</p> <ul style="list-style-type: none"><li>• Must be available to work evening and weekends as required by fundraising activities.</li><li>• Will be required to use own vehicle to travel off-site</li></ul> |
|--|--|

Salary: \$48,000 – \$50,000

[Click Here to Apply!](#)