

JOB DESCRIPTION

JOB TITLE: Development Database Coordinator

JOB CODE: ITIM-N

Exempt: No

Supervisor: Beth Hoey

Employee Name: INSERT NAME

SUMMARY: Manages and focuses on continuous improvement of the Raiser's Edge (RE) donor database, ensuring data integrity, driving successful execution of the Annual HOPE Appeal through accurate reporting, and administering all electronic and online giving platforms.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other duties may be assigned.

- Manage, audit, and maintain data integrity within the Raiser's Edge donor database, ensuring record accuracy, completeness, and adherence to privacy standards
- Create, update and merge constituent and parish records, coordinating necessary parishioner updates directly with parish administrators
- Accurately record and process individual donations and pledges within Raiser's Edge
- Design and execute complex queries, exports, and customized reports for parishes
- Administer, process and maintain the accuracy of electronic and online giving programs
- Perform timely data reconciliation of all external vendors files (e.g., payment processors, mail houses) with the Raiser's Edge database
- Generate data files necessary for all high-volume communications, including HOPE Appeal mailings, pledge reminders, tax receipts, email communications and parish mailings
- Provide excellent customer service while responding in a timely fashion to pastor, parish, donor-management, and vendor inquiries

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE: Proven data entry skills. Working in a non-profit or development environment is a plus. Experience with Raiser's Edge Data System preferred but not required.

Or a newly college graduate, training provided.

OTHER SKILLS AND ABILITIES: Demonstrated ability to work with a high level of accuracy, attention to detail, and manage confidential and sensitive information.

- **Interpersonal & Communication:** Excellent interpersonal skills with the ability to build rapport with varied internal and external stakeholders (pastors, donors, vendors)
- **Technical Proficiency:**
 - Strong computer knowledge and proven experience with Microsoft Office Suite, particularly advanced proficiency in Excel (e.g., using VLOOKUPS, Pivot Tables, and data cleaning functions).
 - Ability to efficiently work with large datasets and manage high-volume, deadline-driven projects.
- **Work Style:** Highly organized, able to multitask and set priorities effectively. Demonstrated ability to work independently and as a collaborative team member.

Approved: _____
Employee Date

Supervisor Date