

EHS DATABASE COORDINATOR
PART TIME POSITION (20 HOURS)

The Database Coordinator uses Raiser's Edge, Greater Giving and Microsoft Office to maintain, track, and report key data related to Edgewood High School's Annual Fund and Capital Campaign. The Database Coordinator communicates and distributes information to assist the Advancement Department in strategic planning. This person coordinates information to guide annual gift requests, annual budget projections, alumni relations and recognition lists and helps track and manage the portfolios of the Advancement Office and the President of EHS.

The Database Coordinator is responsible for processing gifts as well as tracking and stewarding pledge information. S/he will be responsible for generating mailing lists for appeals, newsletters, alumni relations and other cultivation activities. The Database Coordinator also partners with the EHS Business Office to manage donor funds in accordance with best practices and standard operating procedures.

PREFERRED QUALIFICATIONS

- Bachelor's degree or education in accounting, data processing or records management.
- Minimum of 2-3 years work experience.
- Intermediate knowledge of Microsoft Word and Excel; experience with fundraising software including Raiser's Edge and Greater Giving strongly preferred.
- Working knowledge of nonprofit development and prospect research.
- Strong work ethic, absolute attention to detail, excellent organizational skills and a high level of oral and written communication skills.
- Experience generating reports and interpreting data.
- Acts independently, and across teams, on assigned tasks and exercises independent judgment based on analysis and experience.
- Ability to accept responsibility for multiple projects and assignments, progressing them on a timeline and reporting back with limited oversight and prompting.
- Flexible and willing to work occasional extra or off hours.

RESPONSIBILITIES AND SCOPE

- Accurately maintain Raiser's Edge database, including data entry and donor activity.
- Process all gifts, forward payments to EHS Business Office and promptly issue tax receipts and acknowledgement letters.
- Track capital campaign pledges, process gifts and generate appropriate acknowledgement letters.
- Use Wealth Analytics software to identify new prospects.
- Generate bi-monthly reports and year-end annual report.
- Coordinate annual phonathon.
- Create data files for direct mail appeal, newsletters and alumni relations.
- Special event assistance including donor mailings, reservations and day-of-event support.
- Act as a resource for the organization, donors and development office.
- Field phone calls and answer inquiries.
- Attend limited evening or weekend events.

To apply, please send resume & salary requirements to HR@edgewoodhs.org.