



Job Description

POSITION: Database Coordinator

DEPART: Resource Development

Reports to: Vice President of Philanthropy

Status: Full-time

Updated: May 2017

JOB SUMMARY

Responsible for the administrative management and maintenance of the VBSPCA's donor database, DonorView. Ensures the integrity and confidentiality of all donor and sponsor information. Provides support for donor acquisition and fundraising and communication activities, including list generation. Performs in this position in accordance with the organization's expectations for animal care, teamwork and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

RESPONSIBILITIES

- Using DonorView, process all incoming donations and ensure accurate input of donor information
 - Design reports and queries to assist in general analysis of donor information and trends
 - Provide regular DonorView reports to the department related to fundraising
 - Research and report donor prospect information, lost donors, lapsed donors
 - Enter constituent relationship building notes from fundraising meetings and activities
 - Review obituaries daily and send condolences to families of those who have named VBSPCA as a recipient of memorial donations
 - Identify and recommend procedures for the accuracy, integrity, and efficiency of the database and its use
- Manage donor relations, including:
 - Compose/edit a variety of donor acknowledgement letters, including those noting particular restricted donations and memorials
- Provide general office management support for the development team, including the purchase of supplies, as well as general administrative support to the CEO as needed.
- Perform other duties as necessary to help development team meet annual goals.

KNOWLEDGE AND SKILL REQUIREMENTS

- High school diploma or GED required. Bachelor's Degree or other relevant training preferred.
- One to three years related nonprofit fundraising experience and database management experience.
- Experience with donor database software strongly preferred.
- Demonstrated passion for and commitment to the VBSPCA's mission
- Ability to maintain confidentiality and empathy.
- Excellent attention to detail; organization skills and ability to multi-task
- Valid driver's license
- Ability to function well as a team member

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Ability to be around animals and wildlife
- Ability to lift a minimum of 25 lbs
- Ability to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, reach with hands and arms, climb and balance, stoop, kneel, crouch and crawl
- Ability to handle stress
- Ability to use a computer and other standard office equipment
- Must be able to move throughout the building as needed throughout the day
- Proficient in Microsoft Office
- Proficient in Adobe Creative Suite (i.e., InDesign, Photoshop)
- Must be able to work flexible hours, including evenings and Saturdays, in a fast-paced setting

To apply, please submit cover letter, resume, and professional references to
Kimberly.Sherlaw@vbspca.com