



## **Donor Database Coordinator**

Foundation Communities is a nonprofit organization that provides affordable housing and support services so families can succeed. More information about us can be found at <http://www.foundcom.org>.

The Donor Database Coordinator is responsible for managing Foundation Communities' growing database of 30,000+ in order to identify, cultivate, solicit and thank donors & volunteers. This is a fulltime position and reports directly to the Director of Individual Giving and Engagement.

### **Principal Duties and Responsibilities:**

- Manage the database that serves as the foundation for all organizational outreach and includes 30,000+ donors, volunteers, partners, and supporters.
- Create data-informed prospect lists for year-round fundraising and volunteer recruitment.
- Create data-informed analysis to help fine-tune donor and volunteer cultivation and relationships.
- Continually review and optimize data management processes to improve methods for moving people along our continuum of engagement.
- Manage pledge payment tracking, acknowledgements, reminders, and follow-up processes for 700+ multi-year donors.
- Manage acknowledgement of 1,750+ individual gifts throughout the year, including high traffic seasonal online giving campaigns.
- Ensure secure and consistent input/output of data related to contact history and increasing levels of involvement/investment.
- Create reports/dashboards to inform staff, board and supporters throughout the year.
- Participate in fundraising and cultivation outreach, projects and events, occasionally working evenings and weekends.

### **Required Qualifications:**

- Bachelor's Degree
- Three or more years' experience in CRM database management
- Proven track record of identifying and evaluating data-informed patterns and outcomes
- Experience creating data-informed donor prospect lists
- Self-starter with strong work ethic, attention to detail, and the ability to think strategically

- Excellent written and oral communication skills
- Demonstrated ability to work as part of a team in a fast-paced work environment
- Experience with Raiser's Edge is preferred
- Experience with website management using WordPress is a plus
- Personal commitment to our mission

Interested applicants please send cover letter and resume to [donna.williams@foundcom.org](mailto:donna.williams@foundcom.org)

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation and gender identity.*