Monmouth County SPCA

Development Database Coordinator

**Department:** Development **Reports to**: Development Director and Manager

**Type:** Part-time Non Exempt **Shift:** Monday-Friday, 30 hours weekly

**Summary:**

The Monmouth County SPCA, a private, non-profit organization dedicated to animal welfare is seeking Database Coordinator in their busy Development Department. This candidate should have excellent organizational, interpersonal and communication skills and be able to concentrate in a fast-paced environment with a proven ability to “think on one’s feet.” They must be comfortable with donor interaction (in person and telephone) and handling money. Of primary importance is an ease with learning new software and systems. **1-3 years of Blackbaud Raisers Edge experience is a must**. Must be resourceful and able to successfully manage multiple and often simultaneous projects. The Development Database Coordinator position will be in-person but a flex work from home schedule is a possibility.

The Development Database Coordinator will be responsible for accurately maintaining the database and records related to all monetary and in-kind gifts coming into the MCSPCA.

**Responsibilities:**

* Enter batches of donor gifts into Raisers Edge database on a daily basis
* Prepares daily banking deposits
* Processes all online and credit card donations with associated reporting (BBMS, Stripe, MX Merchant, Classy, etc.)
* Fields donor questions regarding gifts via telephone and in person
* Creates appropriate acknowledgement materials for all gifts
* Advises Director of Development on cultivation activities as related to incoming donations
* Tracks in-kind donations and process them accordingly
* Produces Raiser’s Edge reports, queries, and exports as needed
* Confirms receipt, maintains files and submits requests for all matching gifts
* Runs reports for the Finance Department
* Develop and maintain a policy and procedure manual for Raiser’s Edge that includes recording/input process, quality control of data, and training/implementation of the system with Development staff.
* Maintain database integrity by conducting regular audits of data, including coding structure, duplicate records, typos, inconsistencies, etc.
* Assist in the generation of mailing lists for direct mail, events, etc.
* Managing of volunteers as needed for envelope stuffing and mailings
* Maintains donation acknowledgment related supplies (letterhead, envelopes, remit slips, printer, mail machine, etc.)
* Ensures proper stewardship and recognition of all donors
* Assist with monthly financial reconciliation and annual audit processes with Finance Department

**Other:**

Performs other duties as assigned

**Position Requirements:**

High school diploma, computer literate, excellent interpersonal, verbal and written communication skills and 1-3 years Raisers Edge experience a must.

**Supervisor Responsibilities:** None