

POSITION TITLE: **Development Database Coordinator**

ACCOUNTABLE TO: Development Manager

GENERAL DESCRIPTION:

Austin Pets Alive! seeks a detail-oriented professional to serve as Development Database Coordinator who will be responsible for maintaining the integrity of the records in the Blackbaud Common Ground Database System and donation processing. Must be attentive to detail and work effectively independently as well as within a team environment. Confidentiality and discretion is essential. Works closely with all members of the advancement team to reach these and departmental objectives. Performs other duties as assigned.

GENERAL RESPONSIBILITIES:

- Receiving, opening and recording all gifts and donations including but not limited to online donations, direct mail campaign donations, employee payroll gifts and corporate gift matching, and event revenue, ensuring proper allocation and biographical information for each donation.
- Processing gifts and pledges efficiently and accurately; preparing gift reports upon request; processing matching gifts forms; reconciling Development revenue with the Finance team
- Maintaining and implementing detailed awareness and understanding of all pertinent fields and accounting codes within the relational database system.
- Maintaining an effective gift acknowledgement system to properly steward donors; acknowledging donations appropriately and working with members of the Development Department to develop and implement an effective matrix for expedited and appropriate gift acknowledgement processes; manages part time interns and volunteers in data entry and other projects.
- Training volunteers in best practices for relational databases; consulting with end users to define needs and implement solutions; analyzing application problems and proposes effective programming solutions; supervising system upgrades; designing, executing and maintaining complex queries and custom reports; and performing other duties as assigned.

Preferred Qualifications:

- Bachelor's Degree, a minimum of 2+ years database management experience
- Knowledge of fundraising software, CRM databases, and nonprofit IRS regulations
- Proficiency with Microsoft Office Word and Excel at the intermediate level
- Strong written and verbal communication skills. A high level of initiative, attention to detail; excellent interpersonal, time management, organizational and customer service skills required.
- Ability to work effectively with donors, volunteers and senior management on varied projects; and to work under pressure with flexibility

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

15 hours/week, \$10/hour with the availability to work up to 25 hours/week during major donation campaigns, approx. 3-4 times per year. For consideration, send your resume, cover letter and schedule of daytime availability to development@austinpetsalive.org. Application end date is August 14, 2014.