



Job Description

Title:	Donor Database Coordinator
Reports to:	Database Manager
Department:	Development & Communications
Hours:	40 hours per week
Grade Level:	5
Pay Range:	\$34,000 - \$47,000 (16.34-\$22.59)
Work-From-Home Eligible:	40% of time

Mission:

To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Vision:

We envision a state where no one goes hungry.

Diversity Statement:

The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Primary Job Functions:

The Donor Database Coordinator is a non-exempt, hourly position reporting to the Database Manager. This position will be trained in the specific procedures of how the Food Bank uses the Raiser's Edge NXT software by the Database Manager. On a regular basis, this position will work most closely with the Database Manager and the Director of Annual Giving.

Responsibilities:

A. Gift Entry and Acknowledgement

- Record contributions received through the lockbox, online and daily deposits in Raiser’s Edge NXT.
- Enter pledges received through workplace giving campaigns.
- Assist with the tracking and confirmation of employee matching gifts.
- Regularly acknowledge gifts

B. Database Maintenance

- Create records for new donors/prospects.
- Maintain Raiser’s Edge NXT with most updated donor information and perform regularly scheduled database maintenance.

C. General Development/Office Work

- Regularly field donor inquiries received via phone and/or email
- Assist with ticket sales, acknowledgements, and general event planning and execution as needed.
- Serve as a back-up receptionist as needed.

Qualifications:

Proficiency in Microsoft365 is necessary. Knowledge of Raiser’s Edge NXT or other fundraising software is strongly preferred. Prior experience in fund development office is also preferred. Excellent computer and phone skills as well as a keen attention to detail are essential.

The individual must have ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment. Strong interpersonal skills, as well as the ability to relate to other staff, volunteers, agency representatives and the general public are important. In addition, this individual must be self-motivated and committed to workplace participation and diversity with the ability to work as a team.

Also, it is necessary that the individual understand and agree with the vision and mission of the Rhode Island Community Food Bank and be committed to providing services to people facing situations of hunger and poverty.

Donor Database Coordinator

Date