

Development and Database Coordinator
Part-Time – 28 Hours/Week

About the Role

The Development and Database Coordinator will play an integral part of the development team, helping to provide strategic and annual development planning, assisting in the execution of annual fundraising events, and contributing to overall development team goals. This position assists in donor communications and data maintenance.

Position reports to: Director of Development & Marketing

Development:

- Assists the Director of Development & Marketing in donor communications and best practices
- Work with the Development & Marketing Team to brainstorm and create meaningful and impactful fundraising campaigns (ie: Giving Tuesday, Monthly Sustainers, etc.)
- Assists the CEO in the preparation of board meeting materials and other administrative duties
- Collaborate with Director of Development & Marketing and CEO to identify and prioritize potential funding opportunities, including corporate sponsorships, community partnerships and third-party events

Data:

- Manage gift processing and acknowledgement procedures, including timely entry of contributions, donor record updates, acknowledgement letters, tribute notifications, and stewardship communications to ensure an exceptional donor experience and accurate fundraising reporting.
- Maintain accurate and complete donor records within the organization's CRM/database, ensuring data integrity and adherence to organizational standards.
- Maintains organization's fundraising profiles.
- Generate and manage donor lists, mailing lists, and fundraising reports to support development strategy, campaign execution, and stewardship activities.
- Support data hygiene processes, including record updates, segmentation, duplicate management, and reporting accuracy.

Qualifications

- Passionate about our mission and embrace our core values, demonstrating an eagerness to learn, and work enthusiastically across all departments and show flexibility in response to process change
- Enjoy being a part of a team and willingness to perform other duties as assigned
- **Organization and time management:** the ability to manage time and meet deadlines
- **Fundraising experience:** progressive professional experience in fundraising, ideally with demonstrated success working with donors, acquiring and engaging a donor base, and managing fundraising events
- **Education:** Bachelor's Degree in philanthropy, non-profit management, communications, or similar field required.
- **Experience:** 3-5 years of experience in development, fundraising, and nonprofit organizations

Skills & Capabilities:

- Advanced experience in Excel
- Experience with fundraising databases/software

- Excellent time-management and follow-through skills
- Solid grammar, editing, and proofreading capabilities
- Project management skills with ability to manage workflow processes and schedules
- Oral and written communication abilities

Schedule & Benefits

- Monday – Friday 9:00 – 5:00 PM
- Flexible work schedule
- Occasional evenings and/or weekends may be required for meetings or special events.
- Paid time off for holidays, personal time and vacation included
- Professional development opportunities
- Current driver's license with copy of current auto insurance

To Apply

Please send resume and cover letter to Meghan Lamb: meghanlamb@gildasclubmiddletn.org