

Open Position: Database Coordinator

1. Database Management (Raiser's Edge)

- Maintain accurate and up-to-date donor records, including biographical, gift, and engagement data
- Process gifts, pledges, and payments in a timely manner
- Generate and distribute acknowledgment letters and tax receipts
- Ensure proper coding and segmentation for reporting and campaigns

2. Reporting & Data Analysis

- Produce regular reports (e.g., weekly gift reports, monthly dashboards, quarterly board reports)
- Generate targeted mailing and segmentation lists for fundraising campaigns and communications
- Support data analysis to inform development strategy and donor engagement

3. Data Integrity & Quality Control

- Perform routine audits to ensure accuracy, consistency, and completeness of data
- Manage deduplication processes and resolve data discrepancies
- Establish and uphold data entry standards and protocols

4. Systems & Technical Support

- Support and troubleshoot Raiser's Edge and Raiser's Edge NXT for staff users
- Manage data imports/exports from third-party platforms (e.g., online giving tools, event systems)
- Assist in system improvements, integrations, and process optimization

5. Administrative & Team Support

- Provide administrative support to the development team
- Assist with campaign execution, event support, and donor communications logistics
- Handle general clerical and data-related tasks as needed

Key Skills & Qualifications

Technical Proficiency

- Experience with fundraising software required; Raiser's Edge NXT strongly preferred
- Strong Excel skills (sorting, filtering, formulas, data cleaning)
- Experience with data imports/exports and file management
- Familiarity with email marketing platforms (e.g., Mailchimp) preferred

Attention to Detail

- Demonstrated accuracy in data entry and record maintenance

- Commitment to data quality and consistency

Organization & Workflow Management

- Ability to manage multiple priorities and deadlines
- Strong systems for tracking tasks and maintaining orderly records

Communication Skills

- Clear written and verbal communication
- Ability to collaborate across departments and support donor-facing work

Problem-Solving & Adaptability

- Resourceful in troubleshooting system and data issues
- Flexible and responsive to evolving organizational needs

Expectations

- Gift entry completed within 48 hours
- $\geq 99\%$ data accuracy rate
- Weekly and board reports delivered on schedule without errors
- Reduction in duplicate records over time
- Timely completion of campaign lists and data requests

The Hyde Collection is an equal opportunity employer.

Salary Range: \$20-\$30 per hour

Hours: 20-25 hours per week

In-person

Apply

Please email resumes and contact information to Melissa Montgomery, Administrative Assistant, at melissa.montgomery@hydecollection.org