



POSITION DESCRIPTION

Database Coordinator

POSITION TITLE: Database Coordinator
REPORTS TO: Director of Development
DEPARTMENT: Development
STATUS: Full-time Exempt
PRIMARY LOCATION: 533 Foundry Rd. W. Norriton, PA 19403

POSITION SUMMARY

The Database Coordinator, under the direction of the Director of Development, is responsible for all aspects of the customer relationship management (CRM) database, Bloomerang. The Database Coordinator will help Habitat MontDelco achieve its mission by cultivating & maintaining the integrity of the database, recording and acknowledging all gifts, maximizing the effectiveness of the Bloomerang software, and helping the development staff track, analyze, and report fundraising activities under the directives of the Development Director and within all established policies and guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES

- Establish policies and procedures for the use of Bloomerang, the current CRM system of Habitat MontDelco
- Enter all gifts to Habitat MontDelco, working with the development team to execute proper acknowledgement, and transfer them to the accounting team as well.
- Lead development reporting, helping the development staff access donor information as needed to support the overall development plan and the needs of the board and volunteer committees. Reporting will include standard monthly reporting, reconciling with the accounting team, data analytics to drive development team strategy and others as needed.
- Support the Director of Development in managing the annual department budget.
- Develop and follow a consistent database maintenance program.
- Own the production and facilitation of direct mail solicitations and quarterly pledge statements
- Support the development team in implementing, tracking, and analyzing constituent profiles entered into the database, to ensure that all manners of interaction with our affiliate are captured (donations, volunteerism, event attendance, etc.).
- Generate reports and mailing lists (physical and electronic) to support market revenue such as constituent engagement and market research prospects.
- Complete, submit, and monitor applications for workplace campaigns, and employer matching gifts-this includes but is not limited to sharing appropriate information with donors about the possibility of a corporate matching gift, & providing donors with appropriate information and guidance to make the match process as effortless as possible.
- Research & compile potential leads for funders, donors, corporate entities, or volunteers
- Assist in the performance of cost-benefit/ROI analysis of new development team initiatives & pilots.
- Support the development staff in other projects/events as needed.

REQUIREMENTS

- Superior communication skills: oral, written, proofreading, editing, and presentation.
- Ability to work both independently and as a member of team.
- Superior interpersonal skills with an ability to relate to broadly diverse audiences.
- Superior organizational skills: ability to set priorities and work on multiple projects simultaneously.
- Passion for equitable affordable housing and the mission of Habitat for Humanity.
- Computer Skills Required: Word, Excel, PowerPoint, Outlook, and donor/volunteer management software-Raiser's Edge, Salesforce, or similar (Bloomerang would be preferred).
- Comfort learning to use new technology is required.
- Committed to ongoing professional development, striving to stay current with best practices in resource development and Bloomerang

EXPERIENCE

- Three or more years of database management experience, preferably in the nonprofit sector and specifically with Bloomerang or a similar database (Salesforce, RaisersEdge, etc.).
- Advanced knowledge of Microsoft Office Suite.
- Excellent spreadsheet and computing skills.
- Effective written and verbal communications and interpersonal skills.
- Knowledge of basic fundraising principles and practices.
- Ability to meet deadlines and to encourage and support staff.
- Attention to detail and commitment to strengthening development efforts through the use of a high-quality database management strategy.
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, and other Habitat staff.
- Must have commitment to the Habitat mission and uphold its values and ethics.