ARTSFUND

Title: Database Coordinator

Department: Development

Reports to: Senior Director of Development (SDD)

ArtsFund strengthens the community by supporting the arts through leadership, advocacy and grant making. ArtsFund defines the work we do and how we advance our mission through the following values.

At ArtsFund we...

1) Ignite Passion for the Arts: We believe arts and culture inspire, empower, and transform individuals and communities.

2) Promote Equitable and Inclusive Communities: We believe the arts should be accessible to all and reflect, represent, and engage the entire community.

3) Innovate through Collaboration and Leadership: We believe our impact and relevance, and that of the arts sector, are deepened though continuous learning, creative leadership, and strategic partnerships.

Summary
This full-time position is responsible for the organization's database and its role in supporting the development department. The position will also assist with events, mailings, and general office tasks as required.

Key Priorities
- Work with staff to create, update, and maintain data entry standards. Ensure the database is used properly and meets the needs of the organization, while overseeing data integrity.
- Process donations to ArtsFund and ensure gift entries in the development database match records maintained by accounting.
- Enter data accurately and in a timely manner with high attention to detail.
- Produce appropriate gift acknowledgement letters and monthly gift invoices.
- Create regular fundraising status reports, conduct queries to retrieve data and create lists based on requested parameters when requested by staff.
- Collaborate with coworkers on mailings, events, reception duties, and support smooth office operations.
- Manage ArtsFund's accounts for donor and matching gift programs.

Requirements
- Excellent written and oral communication skills.
- Ability to draft text, proofread written documents and effectively communicate to staff regarding database issues.
- Proficiency in Microsoft Excel, Outlook, and Word's Mail Merge functionality.
- Willingness to learn new program-specific technologies.
- Ability to enter high volumes of complex data in a busy work environment.
- Proof of work eligibility.

Preferred
- Bachelor's degree.
- At least two years related professional experience.

- Experience working with Raiser's Edge 7, NetCommunity, or Blackbaud products.
- Experience with Microsoft Office 365 Admin
- Experience with nonprofit organizations.

Compensation
Competitive salary depends on experience. Generous benefits package.

To Apply
ArtsFund is an equal opportunity employer and committed to workforce diversity. The position will remain open until filled. To apply, please send a cover letter and resume to Thomas Neville at thomas@artsfund.org, subject line "Database Coordinator: your name." No phone calls, please; only applicants selected for interview will be contacted.