



JOB POSTING 5/21/18

Title: Database and Donor Relations Coordinator

Job Overview:

The primary responsibility of the Database and Donor Relations Coordinator is to effectively maintain donor information in Foundation's database and to prepare reports and communications utilizing that information.

This position reports to the Development Director and takes direction from the Development team. This position will serve as a champion to ensure that the Foundation's database is understood by new and existing users and to help the system grow and evolve. They will work closely with the Dignity Health Database team as well as Blackbaud CRM and Raiser's Edge support staff to optimize and customize the database. This is a 40 hour per week full-time position with benefits.

Job Responsibilities:

- Update CRM database with information for donations, new donors, changes to current donors and Board of Directors
- Recommend trainings and write and maintain policy and procedure documents
- Maintain tracking list of all donations received; confirm donations with Development staff
- Keep track of outstanding pledges, periodically producing and sending reminder letters to donors
- Track and communicate updates and changes to database to appropriate departments
- Data entry for all gifts received and produce gift acknowledgments for donors. Scan and e-file all donation documents and records.
- Process and reconcile special event credit card payments in event management tools such as Eventbrite and Greater Giving.
- On a regular basis, reconcile gifts received with Accountant; the position is a liaison to the Finance department. Run financial reports for monthly reconciliation and preparation of annual audit with Finance.

- Designs and builds custom reports for management and on gift revenue performance and trends.
- Provide information for grant proposals and reports
- Prepare data and maintain clean lists for event invitations, email communications, and mailed appeals
- Assist with event preparation tasks as requested by Events Coordinator
- Continually update information for physicians and medical staff, volunteer and miscellaneous contacts as needed
- Make necessary updates to donor signage
- Maintain current staff and Board of Directors rosters
- Other office, administrative, or special events duties as assigned. This is an “all hands-on deck” department.

Requirements and Skills Needed:

- Experience working in Blackbaud CRM and Raiser’s Edge required. Demonstrated ability to use custom reporting tools.
- PC literate, intermediate level in Microsoft office suite applications in Word, Excel, Outlook.
- Effective at managing multiple projects/tasks of varying complexities and capable of meeting deadlines
- Proven analytical and problem solving skills, with strong quantitative analysis capabilities, and an ability to read, analyze, interpret, and explain data.
- Must possess strong communication skills
- Must be a team player willing to collaborate. A sense of humor is appreciated.
- Must be highly organized and have exceptional attention to detail
- Creativity and initiative
- 40 hours per week in office

Minimum Education and Experience Required

- Bachelor’s degree in a 4-year accredited university but equivalent experience and certifications will be considered.
- Three years of experience working with data in a fundraising capacity.

Benefits

Saint Francis Foundation, through Dignity Health, offers an attractive benefits package to the qualified candidate:

- Medical, dental, vision benefits
- Life Insurance
- Paid holidays and vacation days
- Employer paid pension plan
- Employee optional 403b plan + 3% match
- Optional Flexible Spending Plan
- Other standard organization benefits

Application Instructions

Interested applicants should submit their resume and cover letter to search@saintfrancisfoundation.org. Please include in the cover letter an explanation of why you believe you are a fit for this position. Submissions without the requested information will not be considered. No telephone calls please.

www.saintfrancisfoundation.org

This position is based in San Francisco, CA.
Equal Opportunity Employer