



**POSITION:** Development Data Coordinator

**REPORTS TO:** Development Manager

**DEPARTMENT:** Development

**STATUS:** Full time, Hourly, Non-exempt

### **POSITION SUMMARY**

The Development Data Coordinator will support SVDP Georgia's fundraising and development operations. This position will be responsible for data entry management, reporting, and assisting with gift processing and acknowledgement. The Development Data Coordinator reports to the Development Manager and may also provide assistance to other members of the Development team as needed.

This newly created support role will be a good fit for someone who is comfortable spending their days working databases to enter, maintain, and analyze constituent and fundraising information. Candidates that are willing to wear different hats, multitask, are detailed oriented and enjoy collaborating across departments will be an excellent fit for this position. We are seeking candidates who are driven, self-sufficient, and willing to learn.

### **ESSENTIAL FUNCTIONS**

#### **Gift Processing and Acknowledgement**

- Assist Development Manager and Staff Accountant with accurately processing online and offline gifts into SVdP database
- Prepare timely and accurate gift acknowledgements and tax receipts
- Prepare monthly database reports and dashboards
- Maintain standards and policies of SVdP's database as established by Development team Leadership
- Report on and track appeal and fund performance

#### **Constituent Data Entry and List Management**

- Assist staff in preparing segmented mailing lists from the database for specific campaigns, announcements, newsletter mailings, annual appeals, stewardship campaigns and e-philanthropy
- Prepare donation reports for fundraising events and campaigns



- Work with Development Manager to ensure accurate email communication lists

#### Additional Duties and Responsibilities

- Perform other operations and stewardship duties as assigned
- Support the Development Manager on special projects and events as needed
- Create and maintain a professional work environment that emphasizes teamwork and ensures respect and recognition for each employee's and each volunteer's contribution to the organization's success

#### **QUALIFICATIONS**

- Post-secondary education or equivalent experience in a non-profit organization preferred
- Direct experience in the areas of gift processing, direct appeals, data entry and non-profit development preferred
- Exceptional organizational, project management, and analytical skills
- Proficient with a Customer Relationship Management platform or other database system is desired; preference given to candidates with Raiser's Edge experience
- Ability to effectively write and manipulate database queries
- High degree of proficiency in MS Office including Excel and Word, specifically conditional mail-merges
- Experience in fundraising reporting and appeal tracking desired
- Must have a strong attention to detail and strong customer service orientation.