Job Announcement for Database Coordinator

(FINAL 06.07.2023)

Job Overview

Anne Arundel County-based nonprofit focused on increasing access to free, nutritious food to under-resourced residents seeks an experienced professional to serve as Database Coordinator. The Database Coordinator is responsible for ensuring effective and accurate database operations (currently Raiser’s Edge NXT). This position is responsible for performing end-to-end gift processing from gift entry to the acknowledgment of all revenue. The Database Coordinator develops and runs reports to track giving metrics and works closely with the Director of Development and External Relations to ensure accurate and timely reporting; manages and pulls mailing and email lists; provides consistent database cleanup; and performs monthly reconciliation with the Bookkeeper to ensure the organization’s fiscal health. The Database Coordinator position reports to the Director of Development and External Relations.

Key Responsibilities

- Maintain the overall quality and integrity of the Raiser’s Edge (RE) NXT database, including working with RE external customer support staff to troubleshoot problems with the database and staying current with updates to the system.
- Develop and maintain written standardized database management procedures. Ensure training on and compliance with SOPs by all database users.
- Process all incoming donations: annual, matching, credit card, events, sponsorships, and grants into the database, including those initiated through the Mobile Cause/GiveSmart platform. In consultation with the Director of Development and External Relations, delegate gift processing to the Administration and Data Coordinator (ADC) and monitor this work for accuracy and timely completion.
- Maintain highly accurate donor data that facilitates the effective tracking of key information and cultivation activities.
- Work with the Director of Development and External Relations to update, establish, and maintain best practices and procedures on database development, follow-up, and tracking systems, and regularly clean up inactive records.
- Prepare bi-weekly, monthly, quarterly, and annual revenue reports related to donations and gifts, for review by the Director of Development and External Relations for the Fund Development Committee and Board of Directors meetings.
- Develop and maintain standard queries and reports.
- Reconcile gifts with QuickBooks monthly in partnership with the Bookkeeper.
- Generate timely acknowledgment/tax letters to donors and in consultation with the Director of Development and External Relations, delegate acknowledgment tasks to the ADC and monitor this work for accuracy and timely completion.
- Provide training and support to the development team on key database processes and procedures to ensure workflow efficiencies and backup coverage during times of high gift volume.

Education, Experience, and Competency Requirements
• An associate degree in a field related to donor/data management & analysis, Business, IT, Finance, and/or other related areas. Bachelor’s degree preferred.
• Minimum of 3 years of database management experience in a nonprofit fundraising, marketing, or data processing environment.
• Systems experience with data import/export, queries, and designing and generating reports.
• Expertise utilizing Raiser's Edge or other donor software.
• Experience in Raiser's Edge NXT is strongly preferred.
• Demonstrated computer proficiency in Microsoft Word, Excel, and PowerPoint and experience with Google Suite, Zoom, and other virtual meeting platforms.
• Highly organized, detail-oriented, and able to manage projects from start to finish.
• Strong initiative and ability to set priorities and meet deadlines.
• Able to manage multiple activities and demands while maintaining work accuracy and quality.
• Able to give and receive clear verbal and written instructions.
• Strong self-awareness along with receptiveness to constructive feedback.
• Open to new ideas from all sources and comfortable sharing own ideas to improve processes and productivity.
• Ability to work successfully in a team environment and collaborate across departments.
• Ability to keep and maintain confidential and secure donor records and information.

**Employment Type, Compensation, Benefits, Work Hours**

• Non-Exempt; Part-Time (three days/week); Hybrid.
• Hourly Wage: $23-$25 per hour; pay commensurate with experience.
• 8:00 a.m. – 4:00 p.m. Hybrid work option after initial onboarding. Availability for in-person work a minimum of one, eight-hour, workday per week is required.
Application Instructions

If you are interested in consideration for this exciting opportunity, please submit your letter of interest, resume, and salary requirements to Marta Jones, marta@aafoodbank.org, by 5:00 p.m. on 06/30/23. Subject Line: NAME, Database Coordinator. No phone call inquiries, please.

About Us

The mission of the Anne Arundel County Food Bank (AACFB) is to alleviate food insecurity in Anne Arundel County by partnering across our community to obtain and distribute nourishing food to our neighbors in need. For 37 years, our countywide food bank has served our Anne Arundel County neighbors in need by supplying free food and basic necessities to pantries, soup kitchens, shelters, schools, and other on-site feeding programs throughout the county. The AACFB currently partners with 80 agencies across 114 unique locations throughout Anne Arundel County.

Equal Opportunity Employer

The Anne Arundel County Food Bank is an equal-opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity, or gender expression.