



<b>Job Title</b>	Fund Development Database Specialist		
<b>Reports to:</b>	VP of Development	<b>Department:</b>	Development
<b>Employee Type:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisory Responsibilities:</b>	None	<b>Number of Employees:</b>	0

<b>Position Summary:</b>	The Fund Development Database Specialist (FDDS) is primarily responsible for maintaining the Donor databases, processing donations and related correspondence, the integrity of the data import/export, and donor segmentation activities. Reporting to the Vice President of Development, this position will have excellent organizational and analytical skills; will work to keep data clean, functional, and secure. In addition, the FDDS, assists with fundraising event coordination and provides overall support to the fund development department.
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**Essential Functions**

Work as part of the fund development team to meet the annual fundraising budget goals.

Gift Processing

- Process/download and import all types of donations/gifts from various sources daily according to the gift processing procedures.
- Ensure timely preparation of all donor correspondence, including gift acknowledgments and electronic and printed solicitations and communications.

Data Management + Reporting

- Create donation forms and marketing emails using Raiser’s Edge Online Express.
- Prepare regular revenue reporting to track details
- In coordination with VPF, Coordinate newsletter, direct mail, and electronic solicitations and related reporting.
- Prepare data/donor segmentation to meet the criteria of the direct mail strategy; produce reports to analyze and share fundraising results and strategy.
- Provide accurate reports for donor recognition in publications such as an annual report and donor honor roll.
- Prepare queries and exports for mailing lists, email campaigns, fundraising appeals, and event invitations to support fundraising/marketing initiatives.

Gift Reconciliation

- Work with the finance team to regularly reconcile and invoice outstanding pledges and reconcile gifts accurately within the donor database.
- Partner with the Finance Department to support the timeliness and accuracy of donation entries and collection of pledges.

### Events

- Work with the VPFD to assist in the planning, managing, and implementing of fundraising events.
- Responsible for revenue and expense tracking and facilitating a positive experience on-site for event attendees.
- Generate accurate reports and exports, conduct and analyze event data, donors, and tracking of fundraising events.

### Systems and Procedures

- Provide input in developing and designing processes that leverage donor database systems to execute the development strategy.
- Maintain standard operating procedures for users to guarantee consistency and accuracy; maintain data integrity of all incoming donations, including the gift entry process.
- Ensure the protection of the donor files and confidentiality of donor information. Develop and maintain donor database policies and procedures manual.
- Facilitate training and support to users.
- Conduct regular database record maintenance, resolve system problems that may significantly affect business operations, and communicate procedures to ensure proper resolution of system issues.
- Partner with vendor(s) and IT to resolve system issues.

All other duties as assigned.

### **Education and Experience**

- Experience with Raiser's Edge and RE NXT experience is highly preferred.
- Minimum of 3 years of non-profit database management or fund development experience.
- Bachelor's Degree in business, information management, related field or commensurate experience.

### **COVID-19 considerations**

**THAW has instituted mandatory vaccine requirements for all staff and COVID-19 Protocols to ensure staff and visitor safety. Temporarily, the staff must work a hybrid schedule (2 days in the office/3 days remotely).**

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