



JOB OPPORTUNITY

Development Database Coordinator

Position Summary

Reporting to the Development Manager, the Database Coordinator will primarily be responsible for the maintenance and usage of the Tessitura database for the Development Department.

Essential Functions

- Maintain the integrity of the Tessitura database for Development through quality control and enforcing data entry policy and procedures.
- Coordinate and oversee the accurate and timely entry of all gifts, campaigns, the tracking of outreach efforts and mailings with the teams within the Department.
- Provide support to the members of the Development Department in the understanding and use of various gift protocols and reports.
- Train members of the Development Department on gift processing, data entry procedures, and other Development specific processes and procedures in Tessitura.
- Coordinate and produce ongoing reports, list pulls, and other data/reporting requests and assist in the creation of mail out extractions.
- Assist in the balance and closing of financial reports.
- Liaise with Sales and Customer Service, Customer Relationship Management, to coordinate set-up of appeals and sources.
- Participate in data process and report improvement discussions, and assists with implementation planning as requested.
- Perform other related duties as assigned or requested.

Skills and Experience Required

- At least three of related database experience, preferably in the non-profit sector.
- Experience with non-profit/fundraising database software required, Tessitura experience strongly preferred.
- Proficiency in computers skills and data entry, including the use of Microsoft Office.
- Exhibit strong attention to detail and accuracy in recording information.
- Must have strong organizational skills and able to handle multiple tasks and priorities simultaneously.
- Ability to work independently and as part of a team with outstanding interpersonal skills.
- Excellent verbal and written communication skills.

Hours of work:

36.25 hours per week with a typical schedule of Monday to Friday 9.00 am to 5.00pm with daily 45 minute unpaid meal breaks.

If you are interested in applying please email a cover letter and resume, with Development Database as the subject heading, to Humanresources@92Y.org. Please ensure to include your salary requirements.

We are an Equal Opportunities Employer