

# Database Coordinator

## **SUMMARY OF POSITION**

The Database Coordinator is responsible for the management, optimization, and daily operations of the donor database system (Raiser's Edge), ensuring accurate, up-to-date, and comprehensive information is maintained to support strategic fundraising, marketing, and stewardship efforts across both Marygrove and Good Shepherd Children & Family Services. This role plays a critical part in data integrity, donor engagement, and organization effectiveness.

## **KNOWLEDGE AND EXPERIENCE**

- Associate or Bachelor's degree in a related field (nonprofit management, business, communications, or similar) preferred, or equivalent relevant experience.
- Familiarity with databases or data entry is a plus; extensive training in Raiser's Edge will be provided.
- Interest in working in a nonprofit or mission-driven organization.

## **SKILLS AND ABILITIES**

- Manage all aspects of Raiser's Edge database, including data and gift entry, data integrity, donor acknowledgements, reporting, and analytics.
- Maintain consistent data to ensure the accuracy, completeness, and confidentiality of donor records.
- Collaborate with the Finance Departments at both the ministry level and at the Archdiocese of St. Louis to reconcile fundraising data with the General Ledger on a regular basis.
- Execute donor segmentation for appeals, newsletters, and stewardship campaigns.
- Troubleshoot database issues and implement updates or improvements in line with best practices.
- Support stewardship and compliance functions, including the administration and tracking of tax credits and other regulated documentation.
- Assist with donor mailings, imports/exports, and queries for targeted communications.
- Provide data support for events, campaigns, and grant reporting.
- Perform other duties as assigned by the Community Engagement Manager.

## **CONTACT**

To apply, please submit your resume to Abbey Ross at [aross@gsstl.org](mailto:aross@gsstl.org).