



BOYS & GIRLS CLUBS
METRO DENVER



Make a Difference for Kids

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

Donor Database Coordinator – Program Support Center

Club/Office Location: Program Support Center

Job Description: This position is an integral part of a team-oriented, results-driven Resource Development department. Reporting to the Donor Services Manager, the Database Coordinator (Coordinator) is responsible for supporting and performing the organization's donor database operational functions using Blackbaud's Raiser's Edge NXT. The Coordinator contributes to the operations and general principles of donor records management. The Coordinator must be self-motivated and excel at balancing multiple projects. To successfully fulfill this role, the Coordinator should be highly detail oriented with a critical degree of accuracy regarding data entry. This role requires heavy computer and office-based responsibilities.

Primary Responsibilities

Gift Entry and Donor Outreach

- Enter donations properly in Raisers Edge NXT database on a daily basis following procedures
- Generate accurate, consistent and timely acknowledgement letters and tax receipts
- Collaborate with Finance department on audit requests and accurate and efficient month and year end reconciliation
- Support Resource Development department with donor management and fundraising events, including heavy needs pre and post event, especially pertaining to data imports
- Design and produce accurate queries, exports, reports, and lists for mailings, newsletters, event invitations, and moves management in a timely and systematic manner

Database Maintenance and Reporting

- Maintain Raiser's Edge NXT donor database in a manner that ensures the integrity of the data and maximizes fundraising success, including updating duplicates, deceased or inactive constituents, bad addresses and donor solicitation preferences
- Assess and update documentation of database processes and procedures
- Provide, support and identify training in support of staff members' accurate and appropriate use of Raiser's Edge/NXT

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

Required Qualifications

- 2-3 years of related experience or equivalent combination of education and experience; Bachelor's degree preferred
- 1-3 years of applicable database experience required; hands-on experience with Raiser's Edge NXT and Blackbaud products or a similar donor database preferred
- Knowledge and understanding of fundraising, charitable giving and donor relations principles preferred
- Exceptional organizational, analytical, and problem-solving skills
- Excellent interpersonal and customer relations skills, including the ability to provide technical support to users of all levels and backgrounds
- Proficiency in utilizing Microsoft Office 365, especially Excel
- High level of discretion, professionalism, and confidentiality required
- Excellent interpersonal and customer relations skills, including the ability to provide technical support to users of all levels and backgrounds
- Demonstrated ability to work both as a team member and independently with minimal supervision within a time-sensitive, participatory environment
- Candidates must be able to pass a drug test, criminal and driving records investigation.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

Details:

Classification: Exempt

Status: Full-time (40 hours per week)

Pay Rate: starting at 43,000, depending upon experience.

Benefits: Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.