**Title**: Database Coordinator

**Department**: Institutional Advancement

**FLSA Status**: Salaried-Exempt

**Reporting Relationship**: Executive Director Institutional Advancement

**Accountability Objective**: The Database Coordinator is responsible for the setup, maintenance, and proper use of The Raiser’s Edge in addition to generating the most complicated mailings, reports, lists and exports. Coordinates and establishes procedure for all gift processing.

**Essential Duties and Responsibilities**:

* Maintain Raiser’s Edge database
* Manage, train and assist users of the Raiser’s Edge
* Update Policy and Procedure Manual documenting all decisions related to specific use of the Raiser’s Edge
* Maintains campaign, fund and appeal records
* Process gifts, acknowledgments and reporting for cash contributions, in-kind contributions, online gifts, and matching gifts ensuring that all gifts have been acknowledged and marked acknowledged
* Create and log accurate gift coding
* Collaborate with finance office in establishing best practices for recording and accounting of gifts.
* Processes queries and/or exports for mailings
* Provides infrastructure support to the Executive Director of Institutional Advancement; oversees the filing system
* Provide support to Annual Giving Officer and other support as directed by supervisor
* Utilizes expertise of school’s Raiser’s Edge consultant.
* Assists with cultivation, engagement and stewardship events and activities by working with staff and volunteers to organize and coordinate event details and logistics; specifically, assisting in the recording, tracking and reporting of data for all special event registrations
* Produces weekly, monthly quarterly and any other necessary reports for distribution
* Maintains the structure of attributes, code tables, business rules and all other set up functions
* Handle global changes, importing and other global database functions
* Ensures that all research and donor records and information are obtained and maintained in an ethical and confidential manner
* Understands and endorses the mission and values of St. Augustine Prep.
* Obtain Raiser’s Edge updates and upgrades from Blackbaud; communicates with other essential staff how to properly use and take advantage of the entity
* Determine internal Raiser’s Edge privileges for all users
* **Essential Skills:**
* Superior administrative, organizational and detail-oriented skills
* Understands the culture of philanthropy
* Possesses excellent computer skills, including Microsoft Office applications
* Ability to work effectively with teams
* Ability to prioritize multiple tasks and follow-through with minimal supervision.
* Exercises discretion with confidential matters in a mature and responsible manner.