



Development and Database Associate, 2019

Position Summary: The Development and Database Associate position supports development and workplace giving efforts at Community Shares of Wisconsin, with a special focus on data entry and database coordination. The Development and Database Associate will work closely with the Development Director and Campaign Director to provide administrative support to meet our fundraising goals.

Hours: 100% FTE (40 hours/week)

Reports to: Development Director

Benefits: Full benefits available including health and dental, 401K, paid vacation and holidays

Salary range: \$40k-\$45k, Non-exempt

Knowledge and Skills

- Proficiency and experience in MS Office (Word, Excel), and database management systems;
- Enthusiasm for managing data;
- Accuracy in data entry and other office administration work;
- Excellent organizational skills with ability to meet deadlines;
- A commitment to social and environmental justice;
- Demonstrated ability to work collaboratively, respectfully and effectively with a diverse community of staff, board members, stakeholders, and constituents;
- Demonstrated ability to manage multiple projects simultaneously in an organized, detailed and efficient manner;
- Demonstrated ability to analyze information and effectively resolve problems;
- Ability to work independently, take initiative, seek advice and work in a team environment.

Essential Functions

- Use Andar database software to process and track donation details
- Communicate with CSW member nonprofits by email and phone;
- Use Excel and Word to manage donation lists, mail merges, and acknowledgements;
- Answer multi-line telephone;
- Attend offsite meetings, as needed.

A. Database Administration

1. Create and maintain effective and efficient systems, policies and procedures to ensure donor data accuracy. Including creating records when requested and researching and resolving instances of duplicate records and make corrections as needed.
2. Responsible for all donation data entry.
3. Ensure that database manual instructions are accurate and updated at least annually.
4. Install service packs and updates for Andar.
5. Provide support to staff with regard to data retrieval, including understanding of donor database and creation of DMOs (data mining operations).
6. Retrieve donor mailing lists as required for donor appeals, annual newsletter, annual report, postcard reminder, and Awards event.
7. Assist Financial Manager with annual audit prep as necessary.
8. Manage data entry necessary to maintain accurate donor records for donations including necessary donation codes to accurately retrieve donor records for future solicitation and member agencies' donor lists.

9. Communicate with donors and campaign coordinators to clarify pledge details as needed.
10. Prepare daily Accounts Receivable reports and online, remote bank deposits.
11. Coordinate distribution of donor names and addresses to member nonprofits.
12. Manage acknowledgements to donors, ensuring that all donors are thanked.

B . Fund Development Support

1. Assist the Development Director in coordinating annual giving and Big Share campaign efforts
2. Coordinate and manage volunteers as needed for mailing assembly
3. Assist with gift processing and data entry necessary to maintain accurate donor records for CSW, Corporate, and special events, including necessary donation codes to accurately retrieve donor records for future solicitation.
4. Assist in preparing acknowledgements to non-workplace donors, ensuring that all donors are thanked.
5. Assist in maintaining accurate mailing list usage reports.
6. Assist in downloading information from online donation systems and notify members of directed online gifts.
7. Assist the Development Director in implementing strategies related to major donor stewardship and development.
8. Coordinate volunteers, Interns or Work Study as needed in relation to fund development.
9. Assist with the implementation of correspondence, stewardship materials, acknowledgement letters and other materials necessary for relevant campaigns including for individual donors, corporate donors, special events, sustaining donors.

C. Workplace Campaigns and Contract Services

1. Manage the overall campaign cycle for contracted campaign agreements.
2. Communicate with donors and campaign coordinators to clarify pledge details.
3. Assist with campaigns data entry as needed.
4. Maintain relationships with key partners and cultivate new points of contact when applicable.
5. Organize the annual distribution of materials to worksites.
6. Generate acknowledgement letters to donors.
7. Distribute reports and donor information annually to nonprofits receiving gifts through campaigns.
8. Provide ongoing campaign support for employee giving campaigns with the Campaign Manager and Campaign Director.

D. Office Support

1. Answer multi-line phone system.
2. Assist with distribution of incoming mail.
3. Monthly review of bank statements and reporting any discrepancies to the Executive Director or Board Treasurer as appropriate; credit card statement reconciliation.
4. Check bulk mail account prior to large mailings going out to ensure sufficient funds.

E. Racial Justice Initiative

Along with the rest of the CSW team, actively engage in training and education related to racial justice and other Diversity, Equity, and Inclusion activities.

F. Perform other duties as assigned.

8/17/19