

The Children's Museum of the Upstate Database Coordinator Job Description

Department: Development

Reports to: Director of Development

FLSA Status: Non-Exempt

Work Environment: The noise level in the work environment is usually quiet to moderate.

Work Schedule: part-time, 20 hrs/week

Salary Range: \$12/hour

SUMMARY

The Database Coordinator position at The Children's Museum of the Upstate provides direct support to the Development department for all activities. The Database Coordinator has primary responsibility for updating and maintaining the museum's constituent database, Blackbaud's Altru, as it pertains to development-specific functions. The Database Coordinator will process donor gifts, maintain accurate records, prepare acknowledgements and grant reports, and provide reports and data analysis.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain development database, Altru, for all data entry, gift processing, and reports:
 - Ensure accuracy and consistency with data entry, apply appropriate coding and segmentation
 - Process and acknowledge all gifts, donor memberships, grants, special event and program sponsorships, event tickets, auction donations, in-kind donations, etc.
 - Prepare and complete daily check inputting, generate and print all gift-related correspondence, and ensure all correspondence is reviewed, signed, and sent within 48 hours of gift receipt.
 - Manage matching gift, tribute, and memorial gift processes.
 - Create queries in Altru to pull data for mailing lists, membership lists, data clean-up, donor lists, and other reports for development research purposes.
- Other duties, as necessary:
 - Research and contact grantors to determine funding potential for TCMU.
 - Work with the Programming department to manage grant reports and updates.

- Assist Director of Development with donor research, cultivation, solicitation, and stewardship activities, including event registrations.
- Assist with exhibit previews, donor events, board meetings, and other fundraising and special events as requested by the Director of Development.

QUALIFICATIONS

- High school diploma or equivalent.
- Preferred: 2-3 years of administrative or nonprofit experience.
- Candidate should have experience working with a constituent data management system, Blackbaud preferred.
- Organized and detail-oriented; strong time management abilities and strength handling multiple projects at a time.
- Proficiency with Microsoft 365, specifically MS Office and SharePoint.
- Comfortable working independently and collaboratively.
- Extremely tactful and sensitive in dealing with diverse people, confidential information, and donor information.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; sit; reach with hands and arms, drive a car and talk or hear. The employee is occasionally required to walk and climb or balance. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.