



**Job Title: Donor Database Admin**

**Reports To: Director of Advancement**

**Work Hours: 32 hours/4 days a week, negotiated schedule between Monday and Friday**

**FLSA Status: Non-Exempt – Hourly – Part-time**

**SUMMARY:**

The Donor Database Admin is responsible for all administrative aspects of the WSCC fundraising program.

This entails accurately recording and entering donor and volunteer information, including personal details, donation amounts, and payment methods, into the Raisers Edge database system, ensuring data integrity and timely processing of donations, and acknowledgements typically within a non-profit organization, while adhering to confidentiality standards and maintaining high levels of accuracy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Manages the Raiser's Edge Fundraising software:**

- o Processes donations and prepares donor acknowledgements and other correspondence according to WSCC gift acknowledgement policy.
- o Adheres to established receipt and acknowledgment procedures to ensure timeliness and accountability.
- o Creates monthly fundraising reports and other database reports as needed.
- o Continually monitors, updates/corrects database donor records.
- o Maintains foundation, corporation and individual donor files.
- o Troubleshoots/corrects problems with reporting and maintenance of accurate records of donations and donor activity.
- o Accepts all other responsibilities normally associated with maintaining the integrity of a fundraising database.
- o Assists CFO with accounting tasks of reconciliation of Raiser's Edge and QuickBooks as needed and annual audit.
- o Tracks tax credit and stocks donations in database.
- o Sends appropriate documentation to process credits to donors.
- o Participates as team member in all areas related to the fulfillment of donor and constituent expectations and stewardship.

**Print Solicitation and Marketing:**

Assist in the coordination of mailing of all printed materials: Newsletter, Annual Report, brochures, invitations, programs, stationery etc.

- Coordinates and executes printing of materials and mailings in support of cultivation, fundraising and community awareness programs of the Center.
- In cooperation with the Director of Advancement, coordinates mailing of appeal solicitation materials.

**Fundraising Events:**

- Participates as team member in the execution of successful fundraising events. Attendance at Warm Hearts Winter Nights (weekend evening in November of each year), Sips & Swigs (weekend evening in September of each year), and Pancake Run (first Saturday in June) is mandatory.
- In cooperation with the Director of Advancement, maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising and special events; ensures accurate entry of event sponsorships, attendees, and items and coordinates post-event acknowledgments; and ensures accurate entry of in-kind donations and coordinates donor acknowledgments.

Performs other duties of a similar nature as may be required.

**QUALIFICATIONS:**

- Minimum of two (2) years of related experience in a non-profit organization

**SKILLS AND KNOWLEDGE:**

- Experience managing and maintaining CRM database.
- The preferred candidate will have prior experience working with Raiser’s Edge Software and familiarity with Raiser’s Edge NXT.
- Experience with not-for-profit Development/Advancement processes and procedures.
- Demonstrated proficiency with Microsoft Office Suite.
- Demonstrates an understanding and compassion of people who have experienced trauma & its impact.
- Excellent written, proofreading, and verbal communication skills and the ability to communicate specifically with audiences from diverse racial, ethnic, and socioeconomic backgrounds.
- Excellent mathematical and analytical skills.

**Benefits:**

- 403(b)
- 403(b) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Schedule:**

- Evenings as needed
- Weekends as needed

Work Location: In office, 3135 Lorain Avenue, Cleveland, OH 44113

To apply, contact Gretchen Anderson, Director of Human Resources, [ganderson@wscenter.org](mailto:ganderson@wscenter.org)