



Donor Database Coordinator

Position Summary

Responsible for ensuring the integrity of donor data, accurate, timely acknowledgment, and reporting of development metrics. This position is critical to the operations of the development department, with responsibility for gift entry and acknowledgment in Salsa Donor Management System as well as reporting and analytics.

Essential Job Functions:

- Process all contributions into donor database (Salsa)
- Ensure integrity of donor information, making sure all data is updated and accurate
- Serve as a liaison between the development department and the accountant
- Send out acknowledgment letters and emails in a timely manner
- Establish new fundraising, board and donor reports
- Directly respond to donor inquiries via phone, email or letter, including problems with checks, credit cards, EFT, and stock gifts
- Set-up monthly gifts and pledges
- Coordinate Direct Mailings
- Data entry for past donations and donor information
- Become proficient in using the Salsa database and serve as organization-wide donor database expert
- Create system for leveraging volunteer data in donor database
- Assist with the grant process, organizing, and filing
- Other duties as assigned by Development lead(s)

Knowledge and Experience:

- A minimum of 2-3 years of experience using a donor database system
- Current experience with Salsa database or proven ability to learn database systems
- Database management experience a plus
- Strong attention to detail with the ability to organize information and priorities
- Team player with service mindset and flexible approach
- Ability to work in a fast-paced environment and be able to start and resume work on projects, amid changing priorities, with capacity to meet deadlines
- High level of proficiency with Microsoft Office and G-Suite

Hours:

This position is full-time 40 hours per week; this position requires flexibility in a work schedule.

Compensation and benefits:

Salary based on experience. WSCP offers primary holiday and paid time off for all full-time employees. WSCP does not offer health benefits.

To apply, submit your resume via email, mail, or in-person to Lisa Spaeth at lspaeth@wscpantry.org or 6809 Hobson Valley Drive-#118, Woodridge, IL, 60517.

West Suburban Community Pantry is an Equal Opportunity Employer.