The Advancement Database and Operations Coordinator

Guerin Prep is accepting applications for the position of The Advancement Database and Operations Coordinator.

General Summary of Duties:

The Database and Advancement Operations Coordinator reports to the President and is responsible for the management and oversight of the Advancement department's operations and the organization’s donor and constituent database. The successful candidate will be a detail-oriented, proactive problem solver with experience working on a fast-paced and dynamic fundraising team. Meticulous attention to detail, strong organizational, time management and communication skills are a must. Availability to work some evenings and weekends on event days is required.

Essential and Other Responsibilities: (performs other duties as assigned)

Database: Administrative

- Serve as the primary administrator for the Results Plus donor and constituent database, maintaining the security and integrity of records and system
- Provide database training and support to Advancement staff members.
- Continuously evaluate processes and develop best practices and data standards

Database: Fundraising

- Oversee all donor records and gift entry for the Advancement Office.
- Generate regular fundraising reports and perform metric analysis to evaluate performance
- Regularly reconcile booked contributions with the Business Office records
- Ensure that donors receive timely, accurate and personalized acknowledgement
- Oversee prospective donor moves management data and reporting
- Manage pledge collections, including the generation of invoices and donor outreach
- Produce mailing lists for annual fund appeals, and analyze performance
- Compile, edit and proof donor recognition lists for institutional materials
- Manage donation credit card processing
- Assist with prospective donor research and biography preparation
- Manages reporting to foundations on scholarship funding and other grants

Advancement Operations

- Oversee electronic and paper donor file systems
- Maintain memberships and profiles on external fundraising websites
- Assist with the preparation of Advancement Department meeting agendas and materials
- Assist with the preparation of the Board of Directors meeting agendas and materials

Donor Events

- Generate event invitation lists and oversee event data tracking
- Maintain revenue reports for major fundraising events
- Provide on-site assistance at programs and donor events
Qualifications and Experience Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 3 years’ experience in Results Plus, preferably at an administrative level
- Experience working in non-profit development
- Proactive, precise, organized and detail-oriented team player
- Demonstrated ability to meet deadlines with attention to quality
- Comfortable interacting with donors and other external constituents
- Proficiency in Microsoft Office software, including Excel, Word and PowerPoint and Google
- Excellent communication (written and oral) skills
- Bilingual English/Spanish preferred
- Bachelor's degree preferred

Pre-employment Requirements

- Complete Virtus Training
- Background check
- TB Testing

Please e-mail a cover letter and resume with three references to Tom Bednar, President, at tbednar@guerinprep.org.