



Title: Donor Database Officer
Reports to: Director of Philanthropy
Supporting: Director of Philanthropy

Overview

Reporting to the Director of Philanthropy, the Donor Database Officer is responsible for the oversight and maintenance of Conservation Foundation of the Gulf Coast's (CFGC) donor database - Blackbaud Raiser's Edge. The position ensures database administration and electronic grant administration to support CFGC's development strategy and work plan. The position is responsible for providing reports and data-based support to the Director of Philanthropy and Development Department.

The Donor Database Officer performs their responsibilities, maintaining current knowledge of fundraising and philanthropy issues, trends, best practices, and resources as well as maintaining the highest standard of professional ethics set forth by APRA, CASE and AFP.

Responsibilities

- Formulates and administers procedures to ensure the integrity of donor database, following best practices for donor management.
- Serves as primary manager of donor records, including maintaining and documenting all donor stewardship communication and actions in donor database.
- Performs accurate and consistent gift and constituent entries, and responds quickly and accurately to requests for changes and updates to database.
- Performs regular cleanup queries to make sure data is accurate.
- Executes gift billing process.
- Executes timely and relevant gift acknowledgement, ensuring proper donor recognition and stewardship.
- Acts as liaison with finance department and reconciles income reports.
- Creates reports, queries, imports, and lists that support CFGC's development strategy and work plan.
- Works with development and marketing departments to utilize the database's email module for accurate, effective and timely web-based communications and campaigns.
- Trains CFGC staff on the donor database system.
- Designs and executes electronic grant recording, reporting and archiving process in the database.
- Is responsible for communicating in advance grant milestones and reporting deadlines to CFGC staff, and providing related data for completion of such tasks.
- Researches and analyzes individual donors and prospects in order to develop strategies for gift growth or acquisition.
- Under the direction of the Director of Philanthropy:
 - Participates in professional development activities.
 - Assists with development and donor meetings, including confirming dates and sending information to attendees, among others.
 - Performs other duties as assigned by the Director of Philanthropy.

Required Qualifications

- Minimum 3 years of experience with donor database systems, preferably Blackbaud Raisers Edge.
- Proven track record in formulating and administering donor database procedures and business rules.
- Proven mastery of creating accurate and consistent reports, queries and lists from donor database.
- Successful experience in prospect research and management.
- Working knowledge of current trends in charitable giving.
- Exceptional organizational, time management and problem-solving skills.
- Attention to detail is a must.

- Ability to handle highly confidential and sensitive information with discretion.
- Self-motivated team-player with high standards of performance and ability to anticipate problems.
- Proven mastery of Office applications including Word, Excel, Power Point and Outlook.
- Work schedule requires irregular hours, evenings and weekends.
- Ability to swim
- Valid Florida driver's license and proof of insurance.

**Position may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

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