

  
**Job Announcement**  
**Database Coordinator**  
**6/18**

Make-A-Wish Greater Bay Area grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Our Chapter serves children from Monterey to the Oregon border and will grant over 400 wishes this year. We have a committed network of board members and advisors as well as an extensive network of over 650 volunteers throughout our territory.

The Database Coordinator handles gift intake and processing as well as assisting with various aspects of database maintenance. This non-exempt position reports to the Database Administrator. The ideal candidate demonstrates attention to detail and quality, achieves low error rate in daily work and is accustomed to completing work according to procedures and standards.

**PRIMARY RESPONSIBILITIES**

**Gift Intake and Processing Responsibilities**

- Data entry/gift processing using The Raiser's Edge database software, including committing batches, adding solicitors and linking relationships
- Create, update and maintain donor records, ensuring all gift and constituent records are up-to-date and accurate
- Process matching gifts and special gift entry including EFT's and in-kind batches
- Produce and mail gift acknowledgement letters in a timely manner
- Communicate between departments to rectify any issues with miscoding
- Assist with gift imports as needed
- Train and oversee office volunteers supporting the donor database

**Database Support Responsibilities**

- Assist Database Administrator with on-going database maintenance and database clean-up projects within The Raiser's Edge. This includes but is not limited to merging duplicates and table clean-up
- Assist with building queries, generating reports, exporting mailing lists & maintaining database best practices
- Assist with data integrity procedures, processes and policies that efficiently enhance data integrity
- Other duties as assigned

**EXPERIENCE & SKILLS:**

- BA or equivalent, 1+ years' experience in an office environment, data entry and/or gift processing experience preferred
- Excellent computer skills including Microsoft Word and Excel
- Knowledge of The Raiser's Edge a plus
- Excellent communication skills, both written and interpersonal
- Must be extremely well organized, work well under pressure and meet deadlines
- Must be customer-service oriented & a team-player assisting with all projects as required
- Some evening and week-end work necessary
- Valid CA Driver's License and access to personal car for occasional travel
- Ability to lift 40 lbs
- Ideal candidate enjoys highly administrative and computer focused work, is well organized, has a high level of accuracy and attention to detail and has ability to meet deadlines

**TO APPLY:**

Send a letter of interest and a resume to:

Database Coordinator Search

**Apply by email only:** [jobs@SF.Wish.org](mailto:jobs@SF.Wish.org); no phone calls please

Office location:

1333 Broadway, Suite 200

Oakland, CA 94612

*Position is open until filled; EOE*