

JOB POSTING 2017-31-02

Administration

Fund Development and Database Coordinator

Optional: Full-Time 35 hours/wk

The Fund Development and Database Coordinator is responsible for assisting with donor outreach, administrative and event support, database management, and report generation. Fund Development activities include identifying prospects, cultivating gifts, and soliciting donations.

AREAS OF RESPONSIBILITY:

- Use central development database (eTapestry) and Excel spreadsheets, where appropriate, to track, update, and store a wide range of data (such as: profile, prospect, non-gift, and contact, and meeting notes) to maintain accurate records of constituents including: donors, alumni, and newsletter subscribers
- Recommend database clean up projects and help develop effective data tracking conventions
- Create templates and reports on eTapestry and MS Excel
- Process donations and prepare deposits for a variety of gift types including online giving and in kind gifts
- Strengthen relationships with donors and other constituents through regular communications and engage in donor stewardship activities such as donor acknowledgement
- Seek out sponsorship support for various agency initiatives, as required
- Analyze and interpret business and financial data and organize and present the information in a clear summary
- Analyze internal information and conduct external research to qualify donor prospects. Create reports on donors for new and/or additional giving opportunities for the Manager of Philanthropy
- Identify philanthropic patterns, tendencies, and relationships among individuals supporting organizational fundraising goals using data mining techniques and sophisticated constituent database queries
- Provide support for fundraising events and campaigns, and for other administrative needs of the department
- Provide back up / relief for Resource Development Assistant
- Participate in relevant committees, working groups, and associations as required

RELEVANT SKILLS AND QUALIFICATIONS:

- Must maintain a satisfactory criminal records check
- Experience working with eTapestry or comparable donor database/fundraising software and demonstrated skill in initiating complex database queries and reports
- Education and Experience:
 - Diploma or certificate from an accredited post-secondary institution in fundraising, business, marketing, communications or in a related field
 - Minimum 3 years of experience in fund development and/or database management or the equivalent in education and experience
 - Project management skills are not required but are an asset

- Effective written and verbal communications skills
- Strong computer skills with proficiency in Microsoft Office Suite
- Demonstrated ability to work independently, prioritize work, and independently manage multiple, diverse, and competing priorities while meeting deadlines
- Available to work a mutually agreed upon shifts including some evenings/weekends outside of normal business hours

CORE COMPETENCIES:

- Ethics, Integrity, Confidentiality, and Trust
- Accountability and Dependability
- Communication
- Valuing Diversity and Inclusion
- Client Focus

Closing date is Thursday, July 27, 2017

TO APPLY

To apply, please submit your cover letter and resume to:

Attention: HR. Abbotsford Community Services

2420 Montrose Avenue. Abbotsford, BC. V2S 3S9

Email: jobpostings@abbotsfordcommunityservices.com

Interested applicants are to reference **Posting 2017-31-02** in the subject line.

No phone calls. Only short-listed applicants will be contacted.

Abbotsford Community Services is an equal opportunity employer and encourages applications from all equity seeking groups.