



Donor Database Coordinator

Grow with us!

ABOUT US:

Growing Home is a nonprofit organization based in Westminster, Colorado. We cultivate a thriving, healthy, and equitable North Metro Denver by connecting people to services and programs to drive community action in the areas of food, housing, parenting education, and lifelong stability. We strive to create a welcoming environment for all by cultivating a sense of home with our participants, staff, and community members.

ABOUT THE ROLE:

Growing Home is seeking a Donor Database Coordinator to manage the donor database, serve as the point of contact for active and potential donors, and support the Growing Home Development Team in communications, events, direct mail, appeals, and individual fundraising. The Donor Database Coordinator will perform duties with Raiser's Edge/RENXT for gift and donor data entry, generation of reports, analysis of funder data, reconciliation, and assistance with additional fundraising and stewardship-related activities. They will also maintain the highest level of customer service, confidentiality, attention to detail, and knowledge about donor protocol and stewardship. Additional responsibilities include:

- Oversee donor database integrity, policies, procedures, updates, and automated processes inclusive of accurate daily data entry, processing of contributions and gifts, and ongoing database maintenance.
- Maintain all aspects of the organization's donor records, including code tables, user administration, configuration, campaigns, funds, appeals, budget updates, letters, gift batches, reports, query, import/exports, audits, annual database changes, and receipting.
- Record all gifts and coordinate timely thank you correspondence to donors relative to their level of giving and preferences.
- Draft, edit, and generate personalized acknowledgments, reports, recognition lists, links, and forms for sponsorships, tickets, and online donations.
- Research prospective donors and stay updated on fundraising initiatives/trends.
- Follow the donor cultivation and stewardship calendar of cultivation, solicitation, and stewardship activities toward achieving annual giving goals.
- Assist with special and donor cultivation event planning, preparation, execution and data entry, including setting up event registration, ticket sales, sponsorships, auction items, RSVPs, and financial transactions in the RE NXT system as needed.
- Strategize and manage the tactics used to achieve complete donor satisfaction through cultivation activities such as revised thank you emails, personalized notes, calls, etc.
- Support donor tours, events, and fundraising encounters.

ABOUT YOU:

- 2 years of successful experience in nonprofit fundraising and communications
- Expertise in database management; Blackbaud Raiser's Edge/RE NXT preferred
- Track record of successful database analysis and cultivation and stewardship of individual donors
- Strong written and oral communication skills
- Passion for anti-poverty work and social justice
- Experience in special events preferred
- Experience with Microsoft 365, Teams, and SharePoint

For a full job description, please click [here](#).

WHY YOU SHOULD WORK AT GROWING HOME:

- Competitive Pay: \$46,500-52,250
- Company sponsored medical, dental, and vision plans (employer pays 88% of premium for employee medical insurance; 50% for employee dental and vision insurance; 50% for dependents across medical, dental, vision plans)
- Up to 5 hours of paid wellness time each week
- Company-paid mental health consultant
- Optional 403(b) plan with 5% match after 1 year
- Paid vacation, sick, and holiday time
- Employer paid life insurance
- Medical and dependent care FSA options available
- Cell phone stipend
- Wellness reimbursement
- Positive, inclusive workplace
- Dedicated resources toward professional growth and development

HOURS OF WORK AND LOCATION:

- Hours of Work: This position is full-time, 40 hours a week. Work will generally be completed Monday-Friday, between 9:00 am – 5:30 pm, with some evenings and weekends required
- Location: Work will primarily be performed in the Growing Home offices, with some local travel required. Dependent on job duties, hybrid work locations and schedule may be permitted.

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

Please apply with a resume [here](#). No walk-ins, please. Applications will be accepted until August 30, 2024.

Growing Home strives to create a diverse, inclusive, and equitable workplace. Growing Home is an Equal Opportunity Employer.