



Database Coordinator - 15 Hours per week

Envisioning Access, Inc, (envisioningaccess.org) a nonprofit organization dedicated to providing adults living with physical disabilities new technologies so they may gain independence and self-empowerment to live life on their own terms, seeks a Database Coordinator. This position is an excellent opportunity for an individual who wants to participate in a mission-driven organization and have an impact on its fund development and special events as we enter into a new phase of our organization's growth.

THE POSITION

The Database Coordinator's primary responsibilities include gift processing, building reports, database clean-up, list building, working with the current database (Blackbaud Raiser's Edge/NXT) as we transition into our new database (Bloomerang), and establishing systems and procedures within the database.

The position reports to the Executive Director and works closely with the Director of Marketing & Communications. This position pays \$30 per hour.

RESPONSIBILITIES

- Database Management
 - Manage transition from Blackbaud's Raiser's Edge to Bloomerang.
 - Enter information and clean-up data as necessary.
 - Handle all queries, reporting, list building, thank you letters, exports, and other aspects of the Blackbaud Raiser's Edge and Bloomerang databases.
 - Maintain and improve the overall integrity of the database – update records, merge duplicates, enter new information provided by donors, prospects, or staff.
 - Periodically review and update donor information retained in the donor management database for accuracy and relevance. Produce donor background reporting as needed.
 - Run reports to track revenue and projections.
- Gift Processing
 - Ensure that all gift, contact, and donor background data is accurately and promptly entered into the database.
 - Coordinate gift processing from receipt of gift to thank you letters.
 - Import third-party gifts.
 - Manual processing of monthly gifts.
- Participate in and ensure monthly reconciliation of gift reporting in the donor management database with the periodic monthly, annual, and special projects financial reporting produced by the Bookkeeper and the Treasurer.
- Work with the appropriate staff on donor stewardship programs and outreach.

Envisioning Access, Inc. originally known as Helping Hands: Monkey Helpers, was founded to raise and train capuchin monkeys to provide daily assistance to people living with mobility impairments. Today, we provide innovative technologies and quality-of-life opportunities to individuals, caregivers, and communities living with physical disabilities, while continuing to care for the monkeys who helped so many.

541 Cambridge Street ● Boston, MA 02134 ● phone: 617.787.4419 ● fax: 617.787.5665

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- Produce periodic and special analytic and metric reporting as needed by the Executive Director, the Treasurer, and the Board of Directors for planning, oversight, and management of the development effort.
- Collect and provide reporting of data required for monthly financial closings and annual audit.
- Train new staff on the use and procedures associated with the database.
- Other tasks and activities as assigned by the Executive Director.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Three (3) years of prior success in nonprofit fundraising roles of increasing complexity, with knowledge and experience in fundraising techniques.
- Three (3) years' experience working with Bloomerang.
- Knowledge and proficiency in working with Raiser's Edge and/or Raiser's Edge NXT along with excellent skills in Microsoft Office.
- Strong, demonstrated relationship building skills and ability to thoughtfully identify and implement effective ways to engage and strengthen funder relationships.
- Excellent oral and written skills.
- Able to work effectively in a small office environment and build strong collaborative relationships with co-workers, donors, volunteers, clients, and board members.
- Exceptional time-management and attention to detail skills.
- Familiarity with DonorSearch is a plus.

PHYSICAL DEMANDS

This position may be remote. To fulfill the position, the coordinator is routinely required to sit, stand, walk, stoop, kneel, and use their hands to finger and handle controls, read, write, hear, and talk. The job will require the coordinator to sit for long periods of time and use a computer and computer keyboard. The coordinator is frequently required to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The coordinator must be able to speak, read, and write in English.

WORK ENVIRONMENT

The work environment is fast-paced and sometimes intense in an "open office environment." The noise level is usually quiet to moderate, but will vary occasionally. The work environment will subject employees to continual interruptions and changing priorities. Effective, consistent, positive and constant communication with donors, co-workers, and others is required.

HOW TO APPLY

All qualified applicants should email jobs@envisioningaccess.org with a resume along with a cover letter. Resumes without cover letters will not be considered.

Envisioning Access is an Equal Opportunity Employer committed to building a multicultural organization. We actively seek a diverse pool of candidates.