

Job Description: Data Coordinator

Status: Part-Time, Hourly, 20 hours or less/ Week (*on-site*)

Department: Advancement Department



General Statement of Duties

The Data Coordinator is responsible for database management, gift recording, data integrity, and security. This position produces reports and mailing lists for departmental use, develops and implements data and gift-entry procedures, provides database training, and maintains SOPs. This position also oversees the Community Education Program. This position recognizes the capacity to achieve greater results by integrating skilled volunteers and leveraging their diverse knowledge and abilities. The Data Coordinator reports to the Stewardship and Donor Relations Manager.

Qualifications

- A clear understanding of the role of philanthropy to the mission of the Museum.
- Knowledge and understanding of fundraising, charitable giving and donor relations principles.
- Handle confidential donor information with sensitivity, integrity, and accuracy.
- Minimum three years of database experience in an office setting. Knowledge of Altru preferred. Bachelor's degree is required.
- Results-oriented, superb attention to detail and accuracy in a fast-paced setting
- Demonstrate strong organizational and analytic skills.
- Excellent time management skills and ability to multi-task.

ESSENTIAL FUNCTIONS:

Essential Function 1: Database Management- Altru

- Oversee donation processing, receipting, acknowledgments and pledge management activity.
- Identify, develop, implement and maintain database policies and procedures.
- Responsible for accurate input of all museum donations.
- Update database records consistently to ensure accurate donor data and renewals.
- Manage monthly financial reconciliation, data integrity of donor information and input.
- Manage advancement reports (Fund/Gift/Pledge Due/Entry/Renewal/weekly gifts/etc.)
- Annual audit report and supporting documentation preparation.
- Responsible for Altru training, identifying training opportunities for staff members, and increasing overall operating efficiencies.

Essential Function 2: Administration

- Responsible for preparing and ensuring timely gift acknowledgments, pledge invoices and memberships fulfillment.
- Provide general administrative support to the department, including mailings and events.
- Ensure compliance advancement policies, goals, and procedures.
- Develop, review, interpret and advise staff of office policies, procedures, and SOPs
- Coordinate & maintain office files.

Essential Function 3: Stewardship

- Oversee the administration and growth of the Community Education Program, and cultivate current partners.
- Identify organizations in the community to provide more opportunities to expand the CEP program.
- Fulfillment of Adopt a Wild Thing, donor packages, and CEP packages.
- Leverage volunteers for administrative support.
- Other duties as assigned.

Essential Job Requirements:

- Ability to work occasional evenings/weekends.
- Must be able to hear and speak clearly to communicate effectively with employees.
- Physical requirements include medium work, exerting up to 40 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must be able stand for extended periods of time and move about on foot to accomplish tasks.
- Must be able to stoop, kneel, crouch, crawl, reach, push, pull, lift, grasp, feel, and utilize repetitive motions.
- Must have close visual acuity to perform activities such as: preparing and analyzing data, transcribing, viewing a computer, and extensive reading.

Supervision Exercised:

This job description in no way states or implies that these are the only duties to be performed by this employee. The Data Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate Supervisor/Director. The Virginia Living Museum reserves the right to update, revise or change the job description and related duties at any time.

Qualified applicants please submit a VLM application, cover letter, resume and references. No phone calls, please.

<https://thevlm.org/join/employment/openings/>