Marquette University High School
Job Title: Database Coordinator for Development
Job Start Date: ASAP
Application Closing Date: Until filled
FLSA Status:

SUMMARY OF THE POSITION:
The Database Coordinator for Development supports the goals and objectives of the Development Office through accurate database administration, gift processing, reporting and data analysis. This position maintains the integrity of constituent and gift data, produces reports and queries to support fundraising and engagement strategies, and provides administrative support for departmental initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reporting & Data Support

● Develop and generate recurring and ad hoc reports, queries and exports to support fundraising, stewardship, alumni engagement and departmental planning. ● Prepare donor and constituent lists for appeals, events, stewardship activities and other Development Office initiatives.
● Assist with analysis and reporting of fundraising performance, including donor participation, retention, acquisition, giving trends and campaign results.
● Assist with the development and maintenance of moves management dashboards and reporting tools, providing technical and data support to track prospect activity, stages and progress.
● Review and validate data and report results for accuracy and troubleshoot discrepancies.
● Collaborate with Development staff to identify appropriate data, criteria and reporting methods to meet departmental needs.

2. Database Administration & Data Integrity

● Maintain the Development Office Customer Relationship Management (CRM) system, ensuring constituent and gift records are accurate, consistent and accessible. ● Perform data imports, batch updates, constituent record maintenance and other database processes.
● Coordinate the annual ETL process and integration of external alumni and constituent datasets.
● Maintain data standards, filing protocols and naming conventions to promote

consistency and accuracy.
- Identify and resolve duplicate records, incomplete information and other data-quality issues.
- Coordinate CRM updates, integrations and user support as needed.

3. Gift Processing & Donor Support

- Process gifts and record pledges accurately and in a timely manner, including checks, online gifts, electronic fund transfers, matching gifts, stock gifts, employee gifts and other forms of charitable support.
- Generate appropriate gift acknowledgments, pledge reminders, memorial notifications and other donor correspondence.
- Process gift and registration activity associated with Development Office events. ● Serve as a liaison to the Finance Office to support gift reconciliation, troubleshooting, audits and other collaborative work.
- Research and resolve discrepancies related to gifts, pledges and constituent records.
- Prepare correspondence and provide administrative support for fundraising, stewardship and alumni engagement activities.

Additional Responsibilities: Perform other duties and assist with special projects and Development Office initiatives as assigned.

QUALIFICATIONS

- 1–3 years of experience working with CRM, database or constituent-management systems required; experience with Raiser's Edge, OneCause and Almabase preferred. ● Experience creating database queries, reports, exports and mailing lists. ● Proficiency in Microsoft Office applications, with strong Microsoft Excel skills. ● Ability to organize, analyze and validate data with a high degree of accuracy and attention to detail.
- Strong organizational skills with the ability to coordinate multiple assignments, priorities and deadlines.
- Ability to communicate effectively and collaborate with colleagues across departments.
- Strong proofreading skills and knowledge of grammar, spelling and punctuation.

SUPERVISION RECEIVED:
Director of Development

TERMS OF EMPLOYMENT:
Ability to work occasional nights and weekends for events

WORKING ENVIRONMENT:
This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

How to apply: If you are interested, please email your cover letter and resume to Sara

Christensen, Human Resources Manager, at christensen@muhs.edu.