

CAREER OPPORTUNITY



Title: Development Database & Events Coordinator

Hours: Full Time, 37.5 hours per week, Non-Exempt

Brief Description:

In consultation with the Director of Marketing and Development, the Database & Events Coordinator is the primary administrator of the agency's Raiser's Edge database and works with volunteer committees to execute Catholic Social Services of the Miami Valley's four major events each year.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive)

I. Database Responsibilities (50%) - Main duties:

1. Data entry of all gifts, changes/edits to constituents, addition of new constituents
2. Prepare and process reports, queries and exports. Create mail merges for Development activities
3. Process gift acknowledgment letters daily
4. Manage data entry for fundraising events and related reporting
5. Develop and manage online donation forms and event registration forms via Raiser's Edge
6. Responsible for ensuring data integrity and stewardship of nearly 20,000 constituents

II. Administrative Responsibilities Development (40%) – Main duties:

1. Primary organizer of four CSSMV fundraising and cultivation events – Pat Rupp Memorial Golf Tournament, Shine Dayton Celebration, Celebration of Caring, and Jazz Party
2. Works collaboratively with event committee members to plan and execute each event
3. Responsible for online bidding software for silent auctions
4. Responsible for all administrative duties of the event planning process including; mailings, registrations, monitoring budget, collection of gifts, paying vendors, set-up of event, clean-up of event and ensuring a positive guest experience.

III. Teamwork and Professional Growth (10%) – Main duties:

1. Regularly attends and actively participates in All-staff and department meetings with updates affecting the reception area
2. Actively participates in annual staff evaluation process
3. Appropriately accesses and utilizes supervision for professional development
4. Actively participates in own professional development by attending workshops and trainings
5. Takes responsibility for bringing issues and goals to supervisor; demonstrates a "team player" attitude and approach to daily work relations
6. Coordinate with Accounting Manager to ensure timely processing of gifts and event registrations
7. Participate in Marketing and Development Team meetings
8. Serve as the back up to the development assistant when on leave

Minimum Requirements:

- Bachelor's Degree or equivalent experience required
- At least two years of experience in office and secretarial procedures preferred
- Intermediate computer experience, including Microsoft Word, Excel, and Outlook
- Database experience required – Raisers Edge database experience preferred
- Ability to interact and work with a diverse population in a professional manner; ability to treat all clients with dignity and respect; experience dealing with the public
- Ability to master and correctly handle a multi-line phone system with voice mail capacity
- Ability to organize and prioritize work and execute it efficiently and accurately
- Ability to operate general office equipment; copier, postage meter, printers, label markers, etc.
- Possess positive negotiation and assertiveness skills
- Ability to handle confidential information appropriately
- Commitment to CSSMV's mission and goals

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton OH 45402
or e-mail to jobs@cssmv.org or fax to (937) 222-6750.*