

## CAREER OPPORTUNITY



**Title:** Database & Events Coordinator

**Hours:** Part-Time (30 hours per week, non-exempt position)

### **Brief Description:**

In consultation with the Parish and Community Relations Coordinator, the Database and Events Coordinator serves as the primary administrator of the agency's Raiser's Edge database and provides support for the execution of CSSMV's major development events each year.

### **KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive)**

Database Coordination includes:

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

Event Coordination includes:

- Provide support for the Parish and Community Relations Coordinator in executing annual CSSMV fundraising and cultivation events including the Pat Rupp Memorial Golf Tournament, Shine Dayton Celebration, Celebration of Caring, Annual Meeting, Good Shepherd Legacy Society Dinner, and Jazz Party as well as any additional special public events.
- Work collaboratively with Development staff and volunteer committee members to plan and execute each event.
- At the direction of the Parish and Community Relations Coordinator, provide administrative support duties for the events including mailings, registrations, collection of gifts, paying vendors, and ensuring a positive guest experience.

Additional responsibilities:

- Coordinate with Accounting Manager to ensure timely processing of gifts and event registrations.
- Participate in Marketing and Development Team meetings.
- Complete work in a professional and timely fashion.
- Serve as the back up to the Development Assistant when on leave. \*Will require training and additional hours of work (including overtime pay) on the days the Development Assistant is off.

### **Minimum Requirements:**

- Familiarity with Raiser's Edge strongly preferred
- Strong working knowledge of database functionality
- Strong working knowledge of Microsoft products including Excel, Outlook, and Word
- Knowledge of basic office procedures
- Strong interpersonal communication skills
- Experience running large events preferred
- Good team player who has strong organizational skills and performs well in fast paced environments

*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](mailto:jobs@cssmv.org) or fax to 937.222.6750*