



Title: Development Database Coordinator/Assistant

Reports to: Director of Development

Work Year: 12 months

Position Focus: This position is responsible for the efficient and effective management of our donor database, to support our fundraising efforts and achieve our annual giving and capital campaign goals.

This position interacts directly with the Director of Development and Director of Annual Fund and Alumni, donors, and other stakeholders. Accuracy, attention to detail, and effective communication skills are essential.

Spiritual:

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principal in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith
- All staff are ministers of Christ

Position Parameters:

- Manage and maintain the Raiser's Edge database, ensuring data integrity and accuracy.
- Analyze donor data to identify trends, opportunities, and areas for improvement in donor engagement and fundraising efforts.
- Generate reports and provide insights to inform strategic decision-making and optimize fundraising campaigns.
- Support the development and implementation of donor cultivation, solicitation, and stewardship strategies.
- Assist with donor communication, including acknowledgment letters, thank-you calls, and email newsletters.
- Manage donor recognition programs and ensure timely and personalized communication.
- Assist with event planning and execution, including logistics, registration, and

- follow-up.
- Migrate donor data annually or as needed from other database systems.
 - Update alumni information and assist the Director of Alumni in acquiring alumni information.
 - Train and support staff on the use of the fundraising database and other relevant software.
 - Perform other related duties as assigned.

Qualifications:

- Bachelor's degree in a related field (preferred).
- Minimum 1-2 years of experience in database management or a related field (preferred).
- Proficiency in Raiser's Edge or a similar donor database system (preferred).
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Proven organizational and time management skills.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Passion for the mission and vision of Cambridge Christian School.