

## **Denver Public Library Friends Foundation Database Coordinator**

The Denver Public Library Friends Foundation, the nonprofit that raises money for the Denver Public Library, is looking for a self-directed and motivated professional to join our development team. Are you detailed, resourceful and adaptable? Would you like to work with a dedicated team of library lovers in the landmark Denver Central Library?

### **Overview**

The Database Coordinator works closely with our development team to ensure integrity of the donor database, process gifts and acknowledgments, and provide reporting and prepare mailings, along with providing general administrative support.

### **Specific Responsibilities Include:**

#### **Database Management**

- Oversee the daily operation of the fundraising database (Raiser's Edge), ensuring accuracy and integrity of gift/financial data, constituent biographical data and reporting capabilities
- Process and add all gifts to database according to data protocols and standards
- Oversee donor acknowledgment process
- Create reports and mailing lists as needed
- In collaboration with appropriate leadership, develop and implement policies and procedures for database use, tracking and reporting
- Make recommendations for future database upgrades/conversions as needed, staying on top of trends and best practices
- Maintain pledge reminder schedule and process routine reports and mailings
- Prepare monthly mailings and emails for membership renewals
- Assist with financial reporting and reconciliation in cooperation with accounting manager, and provide assistance with annual audit
- Assist in prospect research strategies and reporting as needed
- Create metrics, report on progress and adjust plans to achieve results
- Create and maintain database standard operating procedures manual
- Provide ongoing database training and information updates for other staff

#### **Administrative Support**

- Answer phones and serve as front-line office support, providing excellent customer service and a welcoming environment for donors
- Provide support to the used book operation when required
- Assist with planning and staffing special events as needed

### **We want you if your mindset includes:**

- A love of data and strong understanding of nonprofit financial reporting needs

- Resourcefulness, resilience, persistence and the willingness to take initiative to reach goals
- Strong organizational skills
- Attention to detail and accuracy, with the ability to prioritize and manage multiple deadlines
- The ability to work independently and as part of a team, with minimal supervision
- A passion for the Denver Public Library and all we do for the community

**We want you if your background and skill set includes:**

- A bachelor's degree with a minimum of three years' experience in nonprofits
- Knowledge of and experience in database management including familiarity with advanced queries and reporting
- Strong experience with Raiser's Edge; knowledge of NXT a plus
- Proficiency in Microsoft Office with excellent computer skills
- Strong interpersonal and communication skills, both written and verbal
- Experience interacting with donors on a personal level with tact and sensitivity to confidential information
- The ability to lift 30+ lbs

**Compensation and Benefits:** The Friends Foundation offers a competitive salary and benefits package. This position is 40 hours per week, with a flexible schedule and occasional weekend and evening hours.

**To apply,** send cover letter (include salary requirements) and resume to [friends@denverlibrary.org](mailto:friends@denverlibrary.org). No phone calls will be accepted.