

Colorado Mountain College

Position Description

Title: Foundation Database Coordinator
FLSA Classification: Non-Exempt
Hiring Salary Range: \$51,422.92 - \$57,136.58 (\$24.72 - \$27.47 per hour)

Primary Responsibility

Under the supervision the Director of Development and working in close partnership with the entire Foundation staff, the Foundation Database Coordinator serves in a key role that is focused on data entry, management and reporting, in support of tracking and analyzing Colorado Mountain College Foundation gifts and fundraising efforts from all sources.

This savvy, collaborative and detail-oriented team member has a strong understanding and usage of relational databases and brings a strategic lens to enhance the use of technology within a fundraising operation. Database management includes a variety of software and programs, including Customer Relationship Management (CRM) software, a scholarship system and a grants management database. The Foundation Database Coordinator works in close collaboration with other departments, such as financial aid and institutional research.

The Foundation Database Coordinator is a heavily relied upon member of the Foundation's fundraising success and seamless integration with multiple data systems.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position required. Examples of ideal qualifications may include a Bachelor's Degree and three years of related experience, an Associate's Degree and five years, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Experience with database management is required. Demonstrated experience and proficiency in Microsoft Office applications such as Word and Excel necessary.

Experience in a non-profit, educational, financial aid or business organization preferred. Ideal candidates will have experience with CRM systems like DonorPerfect, Raiser's Edge, Salesforce, Blackbaud Award Management and integrated management software.

Special Skills or abilities related to position: non-profit management, budget management, project management, community engagement, knowledge of financial aid award process and procedures,

process improvement, technology based solutions and the ability to collaborate with others for mutual benefit.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

Database Management Responsibilities (65%)

- Serve as the primary lead for CMC Foundation's Customer Relationship Management (CRM) system and document storage databases, including infrastructure, maintenance, coding, protocols, data entry, integrity and reporting
- Execution of all database segments of donor and event mailings inclusive of database donor entry and segmentation list pulls,
- Establish, execute and maintain documentation of data entry structures and protocols including coordinating with staff to ensure new protocols are established as fundraising and engagements efforts evolve; identify solutions for any inefficiencies identified
- Efficiently manage and execute the entry and import of data from multiple sources including wealth screenings, constituent acquisition campaigns, events and alumni records
- Generate and train staff on how to run regular reports including monthly fundraising reports, donor and constituent growth reports, campaign revenue reports, gift validation and reconciliation reports; supporting fundraising analysis efforts
- Maintain professional and technical knowledge by attending professional trainings, reviewing professional publications and benchmarking emerging practices

Gift Processing Responsibilities (25%)

- Process gifts daily inclusive of the generation of donor acknowledgment letters
- Upload electronic copies of all gift documentation (source files, receipts, acknowledgment letters and internal correspondence) in database on a daily basis
- Route weekly gift reports to appropriate staff
- Meet monthly with Foundation Accountant to ensure database entries and financials align

Scholarship and Grants Administration Support (10%)

- Assist Scholarship Coordinator with the creation and distribution of scholarship donor reports
- Work with CMCF Accountant and Scholarship Coordinator to generate annual financial activity reports for donors
- Insure grant funding is recorded as part of donor record

Other duties as assigned

Supervision Received

This position reports to the Director of Development.

Supervisory Responsibility

This position may serve as a lead to other staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	545000 @ .75 + 477160 @.25
Date of review:	2019; range 2021-22

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.