



**WARM**  
Westerville Area Resource Ministry

## **JOB DESCRIPTION**

**JOB TITLE:** Raiser's Edge Database Coordinator

**DATE:** 9/29/2021

**FLSA STATUS:** Non-Exempt

**HOURS:** Flexible Schedule  
25-28 hrs/wk in office

**DEPARTMENT:** Development and Communication

**RATE OF PAY:** \$15-18/hr based on  
experience/skill set

**REPORTS TO:** Director of Development and Communication,  
Dana Lawrence, CFRE

**PREPARED BY:** Linda Barkhurst, Executive Assistant

**APPROVED BY:** Executive Director

---

### **PRIMARY OBJECTIVE:**

WARM's Database Coordinator is responsible for the oversight and Standard Operating Procedures for all Blackbaud (BB) products, currently Raiser's Edge (RE) and Raiser's Edge NXT (NXT) systems, Online Express OLX, and all of the system interfaces.

### **NATURE AND SCOPE:**

The incumbent reports to the Director of Development and Communication. The incumbent interacts regularly with other staff members. This position is flexible with between 25-28 hours/week in office to start.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for accurate reporting and records management in Raiser's Edge/Raiser's Edge NXT, and Online Express. Serves as the organization's 'primary contact' for these systems and all data contained therein
- Accurate entry of all gifts and pledges to maintain data integrity and consistency; eliminate and/or merge duplicate records
- Record daily cash entries into Raiser's Edge; prepare and send acknowledgement letters for gifts within two days
- Import online express gift entry and process recurring gift entries.
- Create mailing lists using Constant Contact; distribute information via Constant Contact to established lists
- Maintain department financial information, including gifts and pledges, event revenue, donations, sponsorships, and other donation types. Creates and provides weekly report summaries and monthly/quarterly revenue reports.
- Create and upload monthly donor thank you letters  
Maintain donor confidentiality
- Perform other duties as assigned by the Director of Development and Communication

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and /or ability required. The physical requirements and work environment described is representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- College degree preferred but not required; or equivalent work experience
- Demonstrated experience working with Blackbaud and Raiser's Edge NXT software program including a Raiser's Edge skills test
- Strong written/verbal communication skills
- Data entry/management skills
- Ability to analyze information
- Attention to detail and ability to perform several tasks with ease and professionalism
- Creativity, flexibility and innovation a plus
- Maintain proficiency in latest versions of Raiser's Edge and Quick Books
- Proficient in use of Microsoft Office, Outlook, Quick Books, Constant Contact, software and database management

**Dress Code**

Business casual attire is acceptable except when meeting with community leaders at which time, business attire is recommended.

EOE