



# ARTSFUND

**Title:** Database Coordinator

**Department:** Development

**Reports to:** Annual Giving Manager

ArtsFund strengthens the community by supporting the arts through leadership, advocacy, and grant making. ArtsFund defines the work we do and how we advance our mission through the following values.

At ArtsFund we...

- 1) **Ignite Passion for the Arts:** We believe arts and culture inspire, empower, and transform individuals and communities.
- 2) **Promote Equitable and Inclusive Communities:** We believe the arts should be accessible to all and reflect, represent, and engage the entire community.
- 3) **Innovate through Collaboration and Leadership:** We believe our impact and relevance, and that of the arts sector, are deepened through continuous learning, creative leadership, and strategic partnerships.

## Summary

The Database Coordinator will be part of a development team that raises \$3 million annually. The Coordinator will serve in a critical administrative role, reporting to the Development Manager, but working closely with the Vice President of Development, the finance department, and donors. This full-time position is responsible for maintaining the organization's donor database and is critical to the operations of the development department with responsibility for gift entry and acknowledgment, as well as reporting and analytics. The position will also assist with events, mailings, and general office tasks as required. ArtsFund staff are currently working remotely with no set date for a return to the office.

## Key Priorities

- Process donations to ArtsFund and ensure gift entries in the database match records maintained in accounting and support reconciliation of differences monthly, or as needed
- Enter data accurately and in a timely manner with high attention to detail
- Work with staff to create, update, and maintain data entry standards and ensure the database is used properly by all staff members and meets the needs of the organization, while overseeing data integrity
- Produce gift acknowledgements and pledge reminders
- Oversee donor stewardship activities such as assigning thank you calls, updating gift acknowledgement language and templates, coordinating week of gratitude, etc.
- Create and interpret regular fundraising status reports, conduct queries to retrieve data, and create lists based on requested parameters when requested by staff
- Oversee integration between database and email marketing software
- Create and update giving forms on the website
- Manage accounts for donation and matching gift programs
- Prepare schedules and support documentation for the annual audit cycle in coordination with the Vice President of Finance and Operations
- Collaborate with coworkers on mailings, events, reception duties, and support smooth office operations
- Perform other administrative duties as assigned

## Knowledge/Abilities/Requirements

- Able to handle confidential donor information with sensitivity, integrity, and accuracy
- Possess excellent written and oral communication skills
- Expertise in Microsoft Office
- Ability to work collaboratively

- Aptitude for and willingness to learn new technologies
- Ability to enter high volumes of complex data in a busy work environment
- Ability to work remotely with reliable internet access (hardware will be provided)
- Ability to work standard office hours Monday to Fri in our Seattle office when staff returns to in-person work
- Commitment to fostering an inclusive and welcoming professional environment
- Proof of work eligibility

**Preferred**

- Associate's or Bachelor's degree or commensurate experience
- At least two years related professional experience, preferably in a nonprofit setting
- Experience working with Raiser's Edge, NetCommunity, or Blackbaud products
- Experience with Microsoft Office 365 Admin

**Compensation**

Competitive salary based on skills and experience. (Salary range of \$40,000 to \$43,000). Generous benefits and PTO package including health/dental insurance 100% paid by employer, 403(b) with up to 3% match and three weeks' vacation to start.

**To Apply**

ArtsFund is an equal opportunity employer and is committed to workforce diversity. Black, Indigenous, and People of Color are strongly encouraged to apply. The position will remain open until filled. To apply, please send a cover letter and resume to [jobs@artsfund.org](mailto:jobs@artsfund.org), subject line "Database Coordinator: your name." No phone calls, please; only applicants selected for an interview will be contacted.