

**Job Title:** Development and Database Associate  
**Department:** Fund Development  
**Reports To:** Fund Development Manager  
**FLSA Status:** Non-exempt  
**Prepared Date:** June 2021  
**Salary Range:** \$21.00-\$24.00 Hourly

**The following is a summary of the essential functions of the job. The employee may perform other duties, both essential and non-essential, that are not mentioned below; and specific responsibilities may change from time to time.**

**Summary:**

Under the direction of the Fund Development Manager, the Development and Database Associate is responsible for providing skilled support to the fundraising team with an emphasis on database management including: entering, reporting, evaluating, and analyzing data. The Development Associate will also be responsible for overseeing donor communications, mailing list management, donor/prospect research, as well as support Fund Development fundraising events and special activities. It is a fast-paced position that requires proficiency with Microsoft excel and donor database (Raisers Edge) administration, as well as a keen eye to detail, demonstrated success in problem solving software challenges, and the ability to multi-task. It is an exciting role that will be responsible for establishing best practices and creating procedures.

This is a full-time position, working 8:30-5pm Monday-Friday.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

**Database Management**

- Responsible for gift entry and acknowledgement process, ensuring all data is entered accurately and in accordance with IRS guidelines
- Create gift batches and reports for finance and ensure gifts are reconciled accurately
- Responsible for gift entry of private grants and foundations, maintaining records, and reporting
- Ensure the integrity of the database, including clean-up tasks, data enhancement services, and quality control checks
- Create gift reports, queries, exports, and reports for mailing lists, email blasts, donor recognition listings, grant submissions and weekly/monthly development reports
- Abide by professional confidentiality guidelines by only sharing client information within the organization when it meets the need of the client
- Support the timely submission of grant proposals and reports by managing a tracking system within the database to monitor due dates and assist staff with reminders of upcoming deadlines; ensure information is tracked to support the relationship with the grantor

**Donor Communication and Prospecting**

- Responsible for gratitude process, producing accurate and timely donor gift acknowledgement as well as coordinating with key leadership to ensure donors are thanked through letters, notes and phone calls
- Work in partnership with Fund Development Manager to build a comprehensive system to identify, quantify and track donors and donor prospects
- Generate donor lists to better track and target potential donors

- Collaborate with Fund Development Manager and Community Education and Marketing Manager in identifying and managing segmented donor lists and tracking communication outreach
- Assist Fund Development Manager and Community Education and Marketing Manager in updating donation pages on the website

### **Special Event Management**

- Create new campaigns, appeals, and events in database and create event registration and donor forms for the website
- Collaborate with Development Managers to engage and manage event vendors and volunteers, as necessary
- Manage event attendee tracking, registration, and correspondences
- Coordinate the acquisition and collection of auction items
- General administrative duties including answering the phone

### **Personal Characteristics:**

- Commitment to Human Options' mission, vision, and values; demonstrates values of diversity, respect, curiosity, ingenuity and individuality
- Capacity to balance and provide self-care while meeting the demands of a dynamic organization
- Articulates Human Options' mission, vision and values to other staff and donors, both verbally and in writing

### **Qualifications:**

- BA degree
- 1-2 years of fund development experience and knowledge
- 1-2 years of Raiser's Edge experience and knowledge

### **Required Knowledge, Skills and Abilities**

- Experience using Raiser's Edge preferred
- Demonstrated success in using logic and problem solving to troubleshoot software complications
- Intermediate level proficiency in Microsoft Office Word, Excel, Power Point
- Knowledge of gift types and basic understanding of IRS charitable giving guidelines preferred
- Ability to prioritize and manage multiple tasks, meet deadlines, and stay organized
- Detail oriented with demonstrated ability to produce accurate work
- Excellent written and verbal communication skills
- Excellent computer skills and database management proficiency
- Exceptional organizational skills and attention to detail
- Self-directed and highly motivated
- Ability to attend occasional evening and weekend events and work overtime, as required.
- Awareness of the confidentiality of our work
- A team player

### **Mission:**

- We ignite social change by educating Orange County to recognize relationship violence as an issue that threaten everyone, advocating for those affected abuse, extending a safe placed or victims and empowering survivors on their journey of healing.

### **Vision:**

- We are committed to a future in which every person and family in Orange County experiences safe, healthy relationships and lives free from fear.

**ADA Job Characteristics:**

Work environment is primarily in an office setting. Lift and carry up to 25 pounds up to waist length, extend both arms above the head and/or reach below the waist, stoop, squat, crawl, bend the back to open lower-level filing drawers, or to retrieve stored items, climb on stools, steps and/or ladders. Sit and/or stand frequently. Use fine manipulation (hands and wrist) to operate a keyboard, take notes, complete and file reports, file and copy documents. Corrected vision to normal range. Speak in normal vocal tone and range, and communicate clearly and concisely to and with others. Apply normal reasoning and detail as required in the accomplishment of job duties.

**How to apply:**

Please email resume to [info@humanoptions.org](mailto:info@humanoptions.org) or visit Human Options website at <https://humanoptions.org/job-opportunities/>