



Job Announcement

Title:	Coordinator, Database and Records Management
Reports to:	Vice President, Operations
Status:	.75 FTE; hourly. Depending upon organizational needs, Coordinator will need to work, on a temporary basis, more than .75 FTE.
Compensation:	Full-time annual salary range: \$ 28,000 - \$ 38,000. Salary depends on experience. Excellent benefit package.
Closing Date:	Open until filled.

All Hands Raised (AHR) Background: Since 1994, AHR has advocated for excellent and equitable education for all students. Our mission is to champion education, equity and excellence inside and outside of the classroom. We mobilize leadership, ideas, resources, and community action to ensure all kids in all neighborhoods throughout Portland and Multnomah County achieve their full potential.

AHR Team Member Description: The Coordinator, Database Management (CDM) has a critical role in supporting the database maintenance and management work areas. The Coordinator must work collaboratively with co-workers who also have responsibilities associated with the database. It is essential that the Coordinator understands the nexus between entering data and having a relationship with our community partners by providing them with accurate and usable data to meet their respective needs. The Coordinator must thrive in a fast-paced, innovative and collaborative work environment and have a passion for helping all children succeed academically and personally.

Position Summary: The CDM is a crucial member of the AHR team, working closely with and supporting all core functions of the organization related to database maintenance of data related to Local School Foundations (LSF) and the annual event gifts. The person in this position must be detail-oriented, proficient in Raisers Edge and consistently provide excellent customer service in order to build trust and positive relationships with both internal and external stakeholders. The CDM works collaboratively to support the Development and Finance/Operations team. This position has primary responsibility for the accuracy, timely, and consistent entry of LSF and event donor gifts into the Raisers Edge database coupled with the production of accompanying acknowledgement letters.

Responsibilities and Duties

- Provide customer service to LSF leaders including updating credit card information and answering general donor inquiries between report cycles.
- Accurately enter LSF donor gifts in a timely and competent manner and create critical reports using this data as a source.
- Enter and acknowledge approximately 20,000 gifts annually, secured through volunteer fundraisers, workplace giving campaigns, the AHR website, and dozens of annual auctions and events by preparing accurate and timely thank you notes, letters, acknowledgements, and tax statements related to the LSF donor gifts.
- Provide support to the Manager, Accounting in the preparation of monthly LSF reports.
- Assist the Vice President of Operations in monitoring the Equity Fund Grant award spending plans and change requests.
- Partner with the Associate Director, Finance and Manager, Grants and Database to implement data entry protocols that enhance the integration and monthly reconciliation of the accounting and donor database systems.
- Provide support to the Associate Director, Finance and Manager, Stewardship and Events in recording and reconciling annual event revenue.

- Cross train with the Manager, Stewardship and Events on the Tofino auction and Event Brite software to help support the annual event and Principal for Almost a Day event.
- Other duties as assigned by supervisor.

Knowledge, Skills and Abilities

- A minimum of three years' experience with Raisers Edge with a demonstrated knowledge and experience with data entry, communications, report generation, queries, system analysis, and problem solving.
- Proficiency in MS Office products, databases and accounting software
- Detail oriented with demonstrated pride in ensuring accuracy in all work deliverables.
- An understanding of the importance of donor stewardship and customer service to external partners.
- Ability to multi-task, prioritize, and work through interruptions without missing critical deadlines.
- Ability to have a strategic understanding of the relationship between organizational needs and how they intersect with the maintenance of the database.
- A commitment to consistently strive to meet and/or exceed goals; steadfastly push self and others for results; maintain an attention to detail while delivering results.
- Experience working in a collaborative, customer-service oriented and relationship management environment.

Qualifications/Personal Attributes

- Bachelor's degree required.
- Two or more years of experience with data entry and processing, preferably in a non-profit, grant-funded organization.
- Organized, punctual, persistent, and diplomatic. Position requires a flexible demeanor and a sense of humor under pressure.
- Encourages a positive attitude rather than negative viewpoint.
- Dependable and can be relied upon to get the job done with no surprises to other internal/external partners.
- Passion for public education and compassion for families and children of all cultures, neighborhoods, and demographics.
- Committed to AHR's mission and works for the best interests of the organization

HOW TO APPLY

Submit a one-page cover letter, addressed to Steffeni Mendoza Gray, Vice President-Operations, describing how your qualifications and professional experience aligns with the job description and attach a resume, not to exceed two pages in length, to the cover letter. Send application materials to steffeni@allhandsraised.org. Position is open until filled.

All Hands Raised is an equal opportunity employer without regard to race, color, citizenship, religion, national origin, age, gender, gender identity, disability, veteran, current or future military status, sexual orientation, marital status, AIDS, pregnancy, childbirth or related medical conditions. This position offers a competitive benefits package and generous paid time off. For more information about our organization, please see www.allhandsraised.org.