

Location: Osterville, MA; Full-time remote/Hybrid position; expected to work in the office approximately two days/month.

Position Summary

Rosemarie Resnik and Associates, Inc. is a dynamic nonprofit and fundraising consulting firm with five staff members. We operate in a fast-paced environment, working closely with our nonprofit clients to cultivate strong partnerships and provide them with the essential tools, knowledge, and resources to achieve their fundraising objectives.

RRA seeks a **Fundraising Database Coordinator** to support our nonprofit clients with their donor management/fundraising software. This position will be responsible for managing gift processing and acknowledgments, the generation of donor reports, analysis of donor-related data, and prospect research. The candidate must have an aptitude for learning new systems quickly.

Database Management

- Responsible for client database management, maintaining accurate and up-to-date donor records, including donor information, entering donor gifts, and mailing gift acknowledgments. Enter new donors and information into databases.
- Prepare weekly gift reports, using queries, for staff and clients.
- Prepare and produce mailing lists for all donor solicitations (appeals, newsletters, event invitations, etc.).
- Responsible for distributing newsletters, appeals, and invitations through various email marketing platforms, such as Mail Chimp and Constant Contact.
- Track fundraising results and prepare statistical reports.
- Document and maintain gift processing procedures and coding designations.
- Manage all aspects of donor pledges, including scheduling, processing, and reminders.

Reporting and Donor Analytics

- Identify donor and lapsed donor trends and coordinate segmented appeal mailing lists with clients.
- Provide requested donor information from clients for annual audit.
- Prepare and submit quarterly development metric reports and prepare PowerPoint presentations.
- Master database functions to provide moves management tracking, reports, and fundraising data.
- Determine ROI from fundraising activities vs costs, such as appeal mailings.

Research and Prospect Management

- Conduct prospect screening and research on donors and prospects using I-Wave database and other tools.
- Import/enter prospect wealth screening and ratings data into databases.

- Update and code moves management.

Other/Administrative

- Responsible for collecting and managing client information and documents; organizing and maintaining files on Dropbox.
- Manage email system and Dropbox issues as they arise
- Maintain electronic and hardcopy office files and contact lists.
- Order office supplies.
- Prepare materials for client meetings.
- Update development policies and procedures.
- Attend and participate in staff and client meetings.
- Respond to requests from clients in a timely and professional manner.
- Other administrative duties, as assigned

Skills and Requirements

- Three years of experience in a nonprofit, fundraising, or administrative support position required.
- An associate's or some college degree preferred.
- Familiarity with nonprofit donor database systems/software, such as Little Green Light, with desire and ability to learn new systems.
- Enjoys data, analysis, and problem-solving.
- Fine attention to detail.
- Proficiency in Microsoft Office required.
- Intermediate skill level in Excel required (data manipulation, calculations, and mail merges).
- Strong technical skills: experience or strong aptitude to self-learn Email Marketing systems, Adobe Acrobat Pro, Google Docs, Dropbox, Outlook, etc.
- Excellent problem-solving skills with a high degree of initiative and independent judgment; ability to think critically and creatively.
- Strong written and verbal communication skills required.
- Excitement and interest in nonprofits and fundraising are a plus.
- Proximity to the Cape Cod area is desirable.

Rosemarie Resnik and Associates, Inc. offers a competitive benefits package.

Submit cover letter, resume, and salary requirements to Rosemarie Resnik, President, at resnik@resnikassociates.com.

Rosemarie Resnik and Associates, Inc. is an equal opportunity employer committed to the belief that everyone is entitled to equal employment opportunity.