



## **The Women's Foundation of Colorado Donor Database Administrator**

### **About The Women's Foundation of Colorado**

The Women's Foundation of Colorado (WFCO) is a unique statewide community foundation dedicated to creating more pathways to prosperity for Colorado women and their families through the power of our community, philanthropy, and impact. Since 1987, we have catalyzed community to invest in more than 30 research reports to identify the systemic barriers that keep women from earning a livable wage, help pass more than 50 pieces of legislation that have advanced economic opportunities, and fund more than \$18 million in grants to nonprofits that work with women and families in communities across the state.

### **Position Overview**

This position is full-time, exempt position and reports to the Director of Development and is a valuable member of the development team, providing critical support across the organization. The Women's Foundation of Colorado's Donor Database Administrator is responsible for overseeing operations within the development department that contribute to the success of the development team goals. These operations include, but are not limited to, database administration, security and accuracy, gift processing, donor acknowledgment, reporting, and other operations that support donor outreach.

### **Essential Duties & Responsibilities**

- Serve as administrator and resident "expert" of the Foundation's Raiser's Edge database view and webview (RENXT). Responsible for all database activities including user security and training; queries, exports and reports; and systemic data maintenance, conversions, and updates.
- Maximize the functionality of the donor database by identifying and implementing opportunities for improvement and best practices to most effectively manage all stakeholder data and help meet development goals
- Process all fundraising financial information and adjustments and coordinates with the accounting team to reconcile revenue to Financial Edge
  - Create and update constituent records
  - Accurate data entry for all gifts - checks, processing credit cards and online gifts
  - Generate donor acknowledgement letters and gift receipts for cash and in-kind contributions within the required timeframe
  - Generates monthly invoices for outstanding pledges and work with development staff to initiate payment reminders including reaching out to donors via email and phone
  - Generates and process EFT recurring gifts bi-monthly and donor follow-up regarding payment issues
  - Serve as primary liaison on behalf of the Development Team with finance and accounting staff to ensure donor care policies, processes and procedures are maintained, updated, and adhered to
- Produce weekly gift and pledge reports for Development Team analysis

- Create queries, exports and customized reports for development and marketing purposes
- Develop and deliver a system for revenue tracking, reporting, and forecasting which supports informed strategic decision making
- Develop and deliver ongoing stewardship reports to facilitate a donor-centered approach to enhance retention and upgrades
- Collaborate with development team to leverage the database and its functionalities to meet development and organizational goals
- Enter notes and update actions, sometimes on behalf of development staff, to keep donor outreach and processes moving in a timely manner
- Generate and maintain Standard Operating Procedures for all database, gift entry and acknowledgement procedures, reports, mail lists, financial reporting and events details
- Assist with management of the Donor Portal
- Attain knowledge in all RE modules– Query, Membership, Export, Reports, Mail, Admin, Data Health Center, Batch, Event, NetCommunity and Configuration
- Target Analytics – manage ProspectPoint and WealthPoint by doing research, supplying queries and outcomes, screening new constituent records, and scheduling staff one-on-one trainings

#### **Additional duties & responsibilities**

- Actively participate in regular meetings with development team, all-staff, and other internal and external partners, including meetings and development opportunities related to WFCO's equity and inclusion goals.
- Other duties, as appropriate and assigned.

#### **Key Competencies and Qualifications**

- Commitment and ability to consistently promote, support, work, and act in support of WFCO's mission, vision, and values.
- Commitment to, values, and understands WFCO's equity and inclusion values and goals, and willing to participate in group and individual work to achieve our equity and inclusion goals. Ability to work effectively on diverse teams and with diverse individuals.
- 3-5 years of database management experience, ideally Raiser's Edge, Salesforce, Fondant
- Excellent organizational, communication, interpersonal and time management skills
- Focused on providing excellent stewardship to donors and internal and external partners
- Proven ability to work both independently and as part of a team, is self-motivated and proactive
- Experience analyzing donor/campaign trends, both short and long term
- Strong computer skills and ability to utilize Microsoft Office (Word, Excel, PowerPoint, Outlook), Zoom
- Commitment to the highest ethical standards, confidentiality, and organizational transparency.

#### **Working environment**

- WFCO utilizes a hybrid working model. All employees are expected work in our offices located on the University of Denver's campus Tuesdays and Wednesdays.
- Evenings, weekends, and statewide travel for community events is sometimes required.

- This role will require setting up events and meetings, which may require moving equipment, furniture, and supplies weighing up to 50 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

**Compensation & benefits**

- Starting salary range of \$55,000-\$65,000
- WFCO offers a comprehensive benefits package including generous paid vacation, paid sick, medical/dental/vision insurance, paid family leave, a retirement plan match and more.

**Please direct all inquiries to [Jobs@wfco.org](mailto:Jobs@wfco.org). Please submit cover letter and resume to [Jobs@wfco.org](mailto:Jobs@wfco.org) prior to deadline of March 22, 2024.**

*It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.*