

**Job Title**: Database and Gift Processing Coordinator

**Reports To**: Executive Director

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| **Hourly Rate****:**  $20.00 DOE  **Position Type:** Part-time10-12 hours per week  **Work Hours:** Flexible schedule within normal business hours M-F. Open to hybrid. Some occasional evenings and weekends.  **Compensation Paid:** Monthly  **Performance Review:** Six months from hire date; annually thereafter  **Exempt?** No | |  | |
| **Organization Summary**  The Issaquah Schools Foundation drives resources district-wide to help students reach the promise of their potential. We deliver on this mission by raising private support for school-based and community-collaborative programs that address student needs.  Established in 1987, the Issaquah Schools Foundation is a 501(c)(3) non-profit organization providing funding for 18,500 students within 26 schools. The Foundation is supported by 4,000 plus donors, communicating its message to over 14,000 District households, 3,000 District staff, individual and corporate donors, sponsors, local businesses, and residents of Issaquah, Sammamish, Bellevue, Renton, and Newcastle.  **Job Scope**  Database/Gift Processing Coordinator is critical in ensuring donor gifts are accurately recorded and meaningfully acknowledged; that matching funds are maximized; that the database evolves to meet the needs of a dynamic organization; and that timely and accurate reports are generated to support committees, fundraising activities, and events.  **Responsibilities**   * Proficiency in Donor Perfect * Process all donations received (checks, cash, credit cards, matching gifts) * Complete timely and accurate entries * Acknowledge donor gifts promptly and appropriately * Complete timely and accurate reporting, both scheduled and as-needed-basis for fundraising campaigns * Maintain monthly pledge follow-up process, including employee matching * Maintain the integrity of the data by continually updating and editing donor information * Manage, troubleshoot database issues and serve as Donor Perfect staff “expert” * Perform additional tasks as necessary to support fundraising projects and events * Support Executive Director and Business Manager’s work as requested * Maintain report/procedures manual located in One-Drive * Actively participate as a positive member of Foundation team, meetings, and exceeding team standards, including but not limited to the following:   + Contribute willingly to every “all hands” project as needed   + Attend and contribute to all staff meetings and other gatherings including, and especially, the annual staff retreat   + Respectfully accommodate colleagues’ requests and clearly articulate own needs essential to enabling one’s best contributions   **Position Requirements**   * Associate or 4-year degree preferred but not required * Some bookkeeping or financial accounting experience preferred * A minimum of two years' relevant work experience * High degree of accuracy and attention to detail with repetitive data entry * Understanding database queries and database management * Donor Perfect experience preferred, but not required * Ability to follow verbal and written directions including procedures with meticulous attention to details * Self-directed learner with independent judgment to prioritize tasks and direct projects * Must be able to recognize confidential information and maintain confidentiality * Must possess strong interpersonal skills, decision making, and problem-solving abilities * Excellent verbal and written communications skills * Ability to work collaboratively with a dynamic team in a small office environment * Ability to work nights and weekends on occasion as required * Work with minimal supervision with at take charge, ownership attitude, demonstrate initiative to seek operational efficiencies * Experience working with community-based organizations and volunteers. Youth and/or school organizations a plus * Proficient in MS Office: Word [mail merges], Excel, PowerPoint, Outlook with the ability to quickly learn website, and donor management * Excellent organizational and time management skills | |  | |
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|  | The Issaquah Schools Foundation is an equal opportunity employer, dedicated to building a workforce that reflects the diversity of the communities it serves. Applications were encouraged and accepted for review from all qualified individuals without regard to race, ethnicity, gender, sexual orientation, religion, or national origin. |  |  |