

Database and Development Administrator

Issaquah Schools Foundation

Position Description (Part-Time, 25 hours/week, Hybrid/Flexible)

Reporting to the Executive Director, the Database and Development Administrator will be primarily responsible for supporting the execution of a fundraising plan to meet the revenue goals of the organization. You will support the work of the Development team in the areas of database management, data reporting, donor strategy and communications, and general development support responsibilities. Your work will help us to develop and execute a data-driven and strategic fundraising plan, deliver an exceptional donor acknowledgement experience, and identify and track key performance metrics indicating health of our donor stewardship efforts. If you have strong attention to detail and superb follow-thru skills and are interested in being part of a passionate, collaborative team dedicated to creating opportunity for students preK through graduation, this role may be an excellent fit for you.

About Issaquah Schools Foundation

Founded in 1987, the Issaquah Schools Foundation (ISF) is an independent nonprofit 501(c)3 organization that raises funds to provide educational programming for the over 19,000 students across the 27 schools in the Issaquah, WA School District. Since its inception, ISF has raised over \$30 million for Issaquah School District students, providing critical funding that opens doors to opportunities, allowing students to truly see what is possible as they launch into their futures. Learn more at www.ISFDN.org.

Responsibilities include:

- Manage all aspects of our Donor Relationship Management database (Donor Perfect)
- Organize data and records to prepare reports as requested
- Collaborate with the Development Manager on the creation and dissemination of monthly Health of the Donor dashboard, identifying relevant data and creating reports to deliver it
- Manage all data aspects of annual Nourish Every Mind fundraiser, including registration, donation form creation, donation entry and reporting
- Make recommendations on the best ways to utilize donor data to achieve operational goals
- Maintain Constant Contact email database
- Collaborate with Operations Manager on month- and year-end financial reconciliations and reporting
- Assist in Volunteer database maintenance and outreach
- Organize Program impact data and information into easily digestible content for use in donor communications
- Support the Development team in the creation of written materials as needed

Qualifications:

- Strong analytical thinking skills and comfort in working with large amounts of data
- Strong written and oral communications and comfort with engagement with current and prospective donors, Board Trustees, and corporate partners
- Detail-oriented with exceptional follow-through and the ability to manage multiple priorities
- Self-starter
- Team-oriented attitude with a collaborative approach to problem-solving

Compensation and Benefits:

- 25 hrs/week at \$26/hour
- Paid PTO