



<b>Development/Database Associate Position Description</b>
--

**I. TITLE: Development/Database Associate**  
**FLSA: Hourly**

**II. POSITION SUMMARY:**

Waterloo Greenway Conservancy seeks an organized and dynamic **Development/Database Associate** to join our fundraising team. The Development Associate will be a thoughtful and detail-oriented fundraiser—an enthusiastic, genuine and effective team player dedicated to the mission of the Waterloo Greenway. This position will report to the Director of Development and work closely with the development staff, finance staff, and Development Committee.

Responsibilities include maintaining the donor database; overseeing gift processing and acknowledgement; supporting all organization special events; representing the organization to donors, vendors, and the public; and supporting development staff. The successful candidate will be self-motivated, entrepreneurial, and willing to take complete ownership of critical duties.

**III. ESSENTIAL FUNCTIONS:**

- Oversee the donor database, including further enhancements to standards of gift entry, constituent coding, and database organization.
- Process and enter all gifts, pledges, and constituents into the donor database.
- Prepare tax acknowledgement letters.
- Track and charge monthly donors, track annual pledges, manage gift invoices, and produce pledge reminders.
- Create frequent and varied development reports to analyze income, track campaign progress, and advance donor stewardship and cultivation.
- Build, update, and manage online giving web forms, specific to giving initiatives and events.
- Create contact reports for donor cultivation and stewardship meetings and communications.
- Coordinate and support fundraising events, large and small, which promote the Waterloo Greenway brand, communicate our mission, and support our fundraising goals.
- Coordinate and produce development mailings (both physical and electronic), including annual mailers such as the end-of-year appeal.
- Provide critical support to capital campaign, including prospect research, and tracking and reporting prospect cultivation efforts.
- Coordinate and support Development and Capital Campaign committees of the Board of Directors

**OTHER ACCOUNTABILITIES:**



# waterloo greenway

- Provide professional, quality customer service to donors, members, volunteers, staff, and other community contacts.
- Prepare data for CEO, CFO and Board, to share ongoing results for fiscal year.
- Maintain all relevant data in database include donor meetings, correspondences, actions, etc.

## **IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 50% of the time. During events, this person may be required to lift heavy objects and stand for long periods of time; this is not essential and reasonable accommodations will be made if the person is not able to meet this requirement. This person occasionally works in outdoor weather conditions. Reliable transportation is required to attend frequent meetings off-site. Some evening and weekend hours are required.

## **V. EDUCATION AND EXPERIENCE:**

- Bachelor's degree from accredited four-year college or university.
- A minimum of 1 year of development experience or experience in a related field.
- An outstanding attention to detail, especially in execution of data entry and mailings.
- Exceptional organizational, strategic, and accurate multi-tasking skills.
- Excellent judgment, initiative, and integrity.
- Experience with databases and the ability to learn and adapt quickly to new software.
- Ability to prioritize a heavy workload, at times working under pressure and deadlines.
- High energy, positive, "can-do" attitude, responsiveness, and flexibility.
- Tech savvy and adept with Word, Excel, and PowerPoint.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- A sense of humor.
- Ability to work in a team setting and attend some evening and weekend events.

Preferred

- Development experience in data entry, donor reporting, and/or event planning.
- Knowledge of development database software (Donor Perfect Online or Raiser's Edge is preferred).

## **VI. KNOWLEDGE, SKILLS AND ABILITIES:**

### **CORE COMPETENCIES**

- Decision Quality
- Resourcefulness
- Ensures Accountability
- Collaborates
- Communicates Effectively
- Instills Trust
- Nimble Learning





#### **VII.ORGANIZATIONAL RELATIONSHIPS:**

- Reports to: Director of Development
- Supervises (if any): N/A
- Supports: Programs; Design & Planning; Finance

#### **VIII.COMPENSATION:**

Competitive compensation, dependent on experience. Full health, vision, and dental benefits. Generous PTO, vacation, and sick-leave policy. IRA with organizational match.

#### **IX.TO APPLY**

Qualified applicants are invited to submit resume, cover letter, and contact information for at least two professional references. Please send complete applications via email to: [enazro@waterloogreenway.org](mailto:enazro@waterloogreenway.org). WG respects confidentiality relating to these submissions.

*Waterloo Greenway Conservancy will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation.*

