



Development/Database Coordinator Position Description
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I. TITLE: Development/Database Coordinator

FLSA: Salary/Exempt

II. POSITION SUMMARY:

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

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

III. ESSENTIAL FUNCTIONS:

- Process and enter all gifts, pledges, and constituents into donor database (DonorPerfect), consistent with Waterloo Greenway standards and best practices.
- Generate tax acknowledgment letters.
- Create and maintain development reports and dashboards to track annual pledges, track campaign progress, and advance donor stewardship and cultivation.
- Generate gift invoices/pledge reminders.
- Participate in monthly reconciliation process between Development Department and Finance Department.
- Prepare monthly fundraising revenue reports.
- Support implementation of donor stewardship plan (calls, handwritten notes, gifts).
- Support Development Manager in keeping online giving web forms and other fundraising Website content updated (WordPress).
- Create and manage donor lists for various communications, fundraising campaigns, and grant reports.
- Work with Development team members to carry out membership gift fulfillment (packing, shipping).
- Provide administrative support for fundraising events, large and small, including assisting with event registration.

- Coordinate and support Development Committee of the Board of Directors.
- Provide administrative support to the Development Department.

IV.OTHER ACCOUNTABILITIES:

- 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.

V.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.

VI.EDUCATION AND EXPERIENCE:

- Bachelor’s degree from accredited four-year college or university.
- Development database management experience and or experience in a related field with a proven track record of success.
- Experience with databases and the ability to learn and adapt quickly to new software.
- 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.
- 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, PowerPoint, and Google Workspace.
- 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 (DonorPerfect or Raiser’s Edge is preferred).

VII.KNOWLEDGE, SKILLS AND ABILITIES:

CORE COMPETENCIES

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

VIII.ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Chief Development Officer
- Supervises (if any): N/A
- Supports: Finance, Programs, and Design & Planning

IX.COMPENSATION:

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

X.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: **jobs@waterloogreenway.org**. Waterloo Greenway respects confidentiality relating to these submissions.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.