



TITLE: DEVELOPMENT/ DATABASE COORDINATOR

FLSA: Full-time, Exempt, Salaried

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; preparing and sending invoices; 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.

ESSENTIAL FUNCTIONS:

- Process and enter all gifts, pledges, and constituents into donor database (DonorPerfect), consistent with Waterloo Greenway standards and best practices.
- Create and send gift acknowledgment letters/ tax receipts.
- Generate gift invoices/pledge reminders to ensure timely collection of commitments.
- Create and maintain development reports and dashboards to track annual pledges, campaign progress, and advance donor stewardship and cultivation.
- 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).
- Create and manage donor lists for various communications, fundraising campaigns, and grant reports.
- Manage membership program fulfillment.
- Provide support for fundraising events, large and small, including assisting with event registration.
- Provide administrative support to the Chief Development Officer, including team meeting agenda preparation, calendaring, presentation development.
- Provide professional, quality customer service to donors, members, volunteers, staff, and other community contacts.
- Prepare data for CEO, executive leadership, and Board, to share ongoing results for fiscal year.

- Work with Development team to ensure maintenance of all relevant data in database including donor meetings, correspondences, invitations, actions, etc.

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.
- Ability to work in a team setting and attend some evening and weekend events.
- Development experience in data entry, donor reporting, and/or event planning.
- Knowledge of development database software (DonorPerfect or Raiser’s Edge is preferred).
- Knowledge of event registration softwares like BetterUnite and GiveSmart preferred.

WORK ENVIRONMENT:

The job is performed primarily in an indoor environment. Our office space is currently being renovated, and during this time, this position will split time between working from home and in a temporary office space. Our permanent office space will be available in Q4 2025 and a work-from-office policy will be implemented.

COMPENSATION:

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

TO APPLY:

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional reference via email to jobs@waterloogreenway.org
 Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

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.