



**BOYS & GIRLS CLUB  
OF WHITTIER | PICO RIVERA**

**POSITION TITLE:** Donor Database Coordinator (Part-time)

**REPORTS TO:** Development Director

**STATUS:** Part-time, 25 – 27.5 hours/week; Non-Exempt

**PAY RATE:** \$21.00/Hr. - \$23.50/Hr.

**TIMELINE:** Email your resume to [hr@bgcw.org](mailto:hr@bgcw.org). Position open until filled.

**POSITION SUMMARY**

The Donor Database Coordinator is responsible for supporting all fundraising efforts of the Resource Development Department, by accurately maintaining our donor records database and auction database software, entering all monetary and in-kind gifts, generating immediate and year-end acknowledgment letters and generating reports.

**KEY RESPONSIBILITIES**

- Become proficient in donor management and auction software or have experience in database management
- Enter all gifts (cash, check, stock and in-kind) accurately into donor software
- Enter all auction items, guests, and transactions accurately into auction software
- Produce immediate acknowledgment letters for each gift received
- Monitor and update accuracy of donor contact information
- Produce end-of-year tax deductible gift summary letters
- Generate regular reports of gifts and donors including statistical information and metrics
- Generate auction related reports from auction software after major events
- Assist with annual fundraising events: Gala, Golf, Youth of the Year, etc.
- Manage volunteer and event data
- Manage online donations via donation buttons on social media, eblasts, website, etc.
- Prioritize projects and keep multiple projects moving in a timely manner, meeting deadlines
- Develop and maintain professional skills in database management and technology by participating in seminars and other educational opportunities

**Knowledge, Skills, Abilities and Other Requirements**

- Associate's degree or equivalent and one year of working in office environment; non-profit preferred
- Excellent written and verbal communication skills, with the skill of cultivating meaningful relationships

- Computer literacy and experience using donor database
- Ability to maintain confidentiality of donor and gift information
- Attention to detail, time management, ability to meet deadlines
- Must be self-motivated and highly organized

#### **HIRING REQUIREMENTS**

- Clearance of Live Scan Fingerprinting, Background Check, & Drug Test prior to hire
- Current TB test
- Valid Driver's License & Clean Driving Record
- CPR and First Aid certification
- Sexual Harassment & Mandated Reporter training (provided after hire)
- Occasional Saturdays and extra hours are required around 3-4 large annual events

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

It is the policy of Boys & Girls Clubs of Whittier to consider all applicants and employees for their ability to perform their job without regard to their disabilities as required by law. We encourage all applicants and employees to notify management if accommodations are required for you to access your work area or to successfully perform your job duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### **EQUAL OPPORTUNITY:**

It is our policy to base all employment decisions without regard or consideration for any individual's race, color, religion, sex, age, national origin, ancestry, citizenship, handicap, marital status, or medical condition unless required by legislation or business necessity. The Boys & Girls Club of Whittier believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is the responsibility of every manager and employee to ensure that discrimination does not occur in the workplace.

#### **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

#### **MISSION**

The mission of the Boys & Girls Club of Whittier is to inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens.