



Camp Twin Lakes Database Coordinator Job Description

Title: Database Coordinator
Status: Professional- Part Time
Department: Development
Reports to: Director of Development

Camp Twin Lakes (CTL) is a nonprofit organization that offers year-round recreational, therapeutic, and educational camp programs for children and young adults facing serious illnesses, disabilities and life challenges. In collaboration with more than 60 partnering organizations, Camp Twin Lakes provides transformative camping experiences at three fully accessible campsites in Rutledge, Winder, and Warm Springs Georgia and at local children's hospitals. For more information, please visit our website at www.camptwinlakes.org

Summary:

The Database Coordinator will report directly to the Director of Development. The Database Coordinator is responsible for managing and maintaining Camp's fundraising software, Raiser's Edge and Luminate Online, to effectively capture donor information and generate accurate financial and analytical reports. Manage the gift donation process, including the receipt of gifts, logging, reporting, coding, and acknowledgment. Work in partnership with the Development and Accounting Teams to reconcile gifts and prepare monthly reports for committee and board meetings. The Database Coordinator will be expected to provide staff support for fundraising events.

Essential Duties and Responsibilities:

Responsibilities include the following; other duties may be assigned.

- Works closely with development team to ensure accuracy and integrity of donor database
- Updating and inputting all constituent data
- Entering gifts and pledges
- Ensures gifts are coded appropriately and that fund accounting entries are accurate and timely
- Monitoring and generating pledge reminders
- Importing, exporting, and extracting data
- Segmenting data to meet parameters of various campaigns and mailings
- Constructing and preparing detailed queries and reports
- Performing data analytics
- Prospect research
- Update online donation forms
- Provide training for development staff members who utilize Blackbaud software
- Assist with week night or weekend events as needed.

Additional Requirements:

- A Bachelor's Degree with a minimum of 1 year experience in data base management in a nonprofit setting
- Proficient in Blackbaud's CRM software including Raiser's Edge, Team Raiser, and Luminate Online
- Experience in Excel and spreadsheet development experience required
- Basic knowledge of financial reporting
- Strong organization and communication skills.
- Must be detail orientated and able to work under deadlines.
- A team player that routinely shares information and works collaboratively with teammates and exhibits a high degree of professionalism at all times.
- Demonstrates high integrity and personal productivity as an example to volunteers, staff, donors, etc.

Resume and Writing Sample:

Please provide a resume and cover letter to careers@camptwinlakes.org

