**For Immediate Hire**

**DEVELOPMENT DATABASE COORDINATOR**

**All potential candidates must respond with a resume and a customized cover letter. Applications will be accepted until the position is filled. Candidates can apply at** [**https://biglittlecolorado.bamboohr.com/careers/63**](https://biglittlecolorado.bamboohr.com/careers/63)**.**

**BIG BROTHERS BIG SISTERS OF COLORADO MISSION**

The mission is to create and support mentoring relationships that ignite the power and promise of youth. By partnering with youth mentees, parents/guardians, volunteers, local communities, and caring philanthropist we are accountable for each child in our program achieving:

* Higher aspirations, greater confidence, and better relationships
* Avoidance of risky behaviors
* Educational success

**ABOUT BIG BROTHERS BIG SISTERS OF COLORADO**

Since 1918, Big Brothers Big Sisters of Colorado (BBBSC) has operated under the belief that inherent in every child is incredible potential. As part of the nation’s largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters of Colorado creates, monitors, and supports mentoring relationships for youth ages nine through young adulthood. With BBBSC’s professional support, mentees and mentors develop authentic relationships that help youth achieve success now (both in and out of school) and long into the future (post-secondary education and the workforce).

BBBSC serves youth through a portfolio of mentoring programs.

* **Community-based** is a traditional mentoring program. Mentee/Little and mentor/Big matches determine activities of mutual interest and meet two to four times per month.
* **Sports Buddies** is an innovative mentoring program started by BBBSC in 2000. Mentee/Little and mentor/Big matches meet one to two times per month for sports-based activities that are planned, scheduled, and overseen by BBBSC staff.
* **Mentor Plus Programs** go beyond the traditional one-to-one, adult-to-child mentoring model by providing programs focused on peer mentoring, group mentoring, and college and career readiness. With BBBSC’s professional support, youth develop authentic mentoring relationships that help youth develop life goals, learn healthy relationship skills, and achieve success.

**OVERVIEW**

The Development Database Coordinator maintains the data integrity of donors and donations in BBBSC’s CRM system; ensures the timely and accurate acknowledgment of gifts; follows established protocols, processes and procedures for the correct reporting of data; and supports staff in utilizing the CRM system. This position is the backbone of our development efforts because our data drives fundraising strategy and donor stewardship. BBBSC’s fundraising efforts are dependent on high quality data.

**RESPONSIBILITIES**

* Accurate and timely data entry of all gifts and constituents into the Raiser’s Edge database. Donations are received from multiple sources including, but not limited to, checks, EFTs, payroll deduction, online giving, stock, bequests/planned giving, and various third-party fundraising platforms.
* Generate tax receipts for accurate and timely acknowledgment of all contributions to BBBSC.
* Manage notifications for tribute gifts including communication with the person or persons for whom the donation is in honor or memory.
* Maintain database integrity and quality. This includes regularly checking for and merging duplicate records, removing excessive and unused data fields, ensuring data is entered in the same way and in the same place for each record, and making any corrections on records found from before or during this person’s tenure.
* Produce and maintain database policies and procedures manual.
* Provide onboarding CRM training for new staff and ongoing CRM training for all development staff.
* Respond to inquiries related to donations/payments, event attendance, refunds, and other matters; provide excellent customer service to donors, volunteers, and staff.
* Produce queries, reports and lists needed by development staff for mailings, events, board give/get, revenue reporting and portfolio management.
* Attend and provide administrative support for designated events as directed.

**QUALIFICATIONS**

* Communication and research skills commensurate with a bachelor’s degree. A minimum of three years nonprofit donor database experience or other equivalent background preferred.
* Strong attention to detail, accuracy, and dependability.
* Excellent verbal and written communication skills. Ability to develop and maintain high-quality relationships through phone, written communication, and personal contact.
* Excellent computer skills including software such as MS Office suite, including Outlook, Word, and Excel.
* Proficient database management skills with relational databases, including administrative configuration, reporting, dashboards, and data quality skills. Proficiency in Raiser's Edge preferred.
* Ability to work with diverse and confidential information with discretion and good judgment.
* Excellent analytical, research, and organizational skills.
* Strong customer service orientation, including donors, volunteers, staff, etc.
* Ability to work with diverse and confidential information with discretion and good judgement
* Ability to be self-directed and work as a part of a collaborative team. Ability to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met.
* Ability to think critically, ask questions, and problem solve.
* Ability to manage multiple projects simultaneously while meeting deadlines.

Note: Big Brothers Big Sisters of Colorado is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions but does not restrict the tasks that may be assigned.

**COMPENSATION**

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified talent that is a good fit for BBBSC, we work hard to present an equitable and fair offer. We look at your knowledge, skills, and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

We value and want to support our team members, and are proud to offer a comprehensive compensation package that includes the following:

1. Pay range for the **Development Database Coordinator** is **$50,000 annually,** dependent on experience.
2. BBBSC is a hybrid workplace with most staff working remotely 3 days a week and in the office 2 days a week *(subject to change due to the needs of the agency)*. This full-time position will also be hybrid.
3. Excellent benefits including company paid medical, dental, vision, and matching 401k for the employee. For a full list of benefits please visit our website at [www.biglittlecolorado.org/bbbsc-careers.](https://www.biglittlecolorado.org/bbbsc-careers/)

**COMMITMENT TO JEDI**

We are committed to creating and cultivating a safe environment where all individuals feel respected and valued equally. We - BBBSC staff and board - are committed to a nondiscriminatory and anti-racist approach and are committed to dismantling any inequities within our policies, systems, programs, and services.

At BBBSC, Justice, Equity, Diversity, and Inclusion (JEDI) is an integral part of our values and mission. We recognize, affirm, and celebrate the diverse backgrounds, lives, and experiences of all our stakeholders, including youth, families, donors, volunteers, and staff. We ensure the opportunity for all voices and perspectives to be heard and honored. In the workplace, we foster an environment where all people can be their best selves. We affirm that every person [regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, gender expression, ideology, income, national origin, race, or sexual orientation, marital or veteran status] has the opportunity to reach their full potential. We strive to realize the full potential that is within all of us by ensuring that all voices and perspectives are heard and honored.

For more information about Big Brothers Big Sisters of Colorado, visit our website at [www.biglittlecolorado.org](http://www.biglittlecolorado.org).

***Equal Opportunity Employer:*** Minority-BIPOC/Female/Veteran/Disability/LGBTQ+ (Individuals with a disability who need an accommodation to apply please contact us at hr@biglittlecolorado.org.)

**No calls or emails from third parties at this time please.**