

AchieveMpls Job Posting: Development Database Coordinator

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip Minneapolis students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant Minneapolis. Each year we manage Career & College Centers in 11 MPS high schools, train and place nearly 1,600 Minneapolis youth in paid Step Up internships with more than 200 employers, engage hundreds of volunteers as Graduation Coaches and career exploration volunteers, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at www.achievempls.org.

The Young People We Serve

Minneapolis youth are our city's emerging leaders, the talent that reflects the global fluency of our communities and will power our region. 70% of Minneapolis Public Schools (MPS) students are youth of color, and 60% are eligible for free or reduced lunch. 32% of MPS students call a language other than English their home language, with nearly 90 different languages spoken in the district.

Position Description

The Development Database Coordinator plays an integral role in the organization and functions as a key member of the development team in ensuring the integrity of donor data and reporting. This team member primarily assists with development and administrative functions, while also managing data analysis and input for a variety of programs. The Coordinator reports to the Director of Development and also provides significant support to the Director of Finance and Operations and program staff.

Duties and Responsibilities

Data management:

- Manages Raiser's Edge database; maintains accurate database of donors, volunteers and other program participants
- Runs queries, produces reports, configures tables and fields within database as needed
- Coordinates monthly and year-end reporting and other audit-related work with Director of Finance and Operations
- Prepares segmented export lists for various mailings
- Assists with requests from staff of AchieveMpls and Minneapolis Public Schools (MPS) regarding donor information and tracking
- Ensures donor data integrity that supports development team stewardship work
- Creates and provides documentation and follows recognized procedures to ensure data accuracy
- Updates Raiser's Edge procedure manual as needed
- Provides staff assistance and training for Raiser's Edge
- *Support for Minneapolis Public Schools Funds (MPS):*
 - Works with staff to establish MPS school and department funds that are managed by AchieveMpls
 - Produces monthly lists of donors to MPS school funds for select schools
 - Distributes quarterly MPS fund reports and maintains current list of contacts
 - Ensures high quality customer service for MPS donors and school fund contacts
 - Assists with identification and documentation related to MPS grants

Data analysis:

- Serves as office expert on Raiser's Edge; provides input on functionality and capacity
- Creates new queries and updates existing queries
- Produces data reports as requested
- Collects, reviews and audits data for accuracy; investigates and resolves discrepancies
- Provides leadership in on-going database clean-up

Gift processing:

- Accurately codes and enters all gifts and pledges as they are received
- Manages the donor acknowledgment process for financial and in-kind donations
- Processes monthly MPS employee giving, pledges and recurring gifts
- Works with Director of Finance and Operations to ensure accurate postings to the general ledger and timely completion of month-end reporting and reconciliation
- Processes online donations and event registrations through Blackbaud
- Sends year-end letters to recurring gift donors; tracks year-end giving and pledge write-offs
- Enters and acknowledges grant awards and pledges

Donor development:

- Ensures that key donor interactions by staff are captured in Raiser's Edge
- Tracks board of directors donations and pledge invoicing
- Assists with donor and prospect research

Event and volunteer registration:

- Manages event and volunteer registrations in Raiser's Edge
- Processes gifts and fees for events and any day-of event gifts
- Creates event sponsorship invoices and tracks status of receivables

Key Attributes

- Significant experience in non-profit fundraising
- Curious and diligent; enjoys digging in and proactively taking on database challenges and working through to resolution
- Highly values the importance of attention to detail and data accuracy
- Knowledge of effective project and data management techniques
- Demonstrated ability to collect, analyze and interpret information
- Self-starter
- Strong communicator
- Strong commitment to AchieveMpls mission and vision

Required Education and Experience

- Associate or bachelor's degree or equivalent work experience
- Strong experience managing donor software systems, preferably Raiser's Edge

Preferred Education and Experience

- 2-3 years' experience managing data in nonprofit organizations
- Knowledge of Raiser's Edge database
- Advanced capability with Excel

Salary Range

Full time position. Salary \$38,000 - \$49,000, depending on experience

To Apply

Please send resume and cover letter to hr@achievempls.org.

Applications accepted on a rolling basis with priority given to those received by Wednesday, March 20.

AchieveMpls is an Equal Employment Opportunity Employer**Our Commitment to Equity**

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.