



Donor Database Administrator (Part-time)

New Canaan Library Mission

To be an essential place for lifelong learning and a vibrant hub for knowledge, culture and connection for everyone in the community

Role Overview

This position is responsible for managing the organization's donor database in Raiser's Edge including timely gift entry, generation of acknowledgement letters, and reconciliation of Development and Finance records for all fundraising campaigns.

Reporting to the Manager of Development & Communications, this part-time position is mostly in-person, up to 29 hours a week.

Responsibilities

- Accurate daily gift entry and processing for all donations
- Research and update donor records to complete donor profiles including new addresses, salutations, communication preferences, and relationships
- Collaborate with Manager of Development to ensure the generation of timely acknowledgement and thank you letters
- Create and update online donation pages as needed within Raiser's Edge NXT Optimized Form and Event modules
- Conduct monthly and annual record reconciliations with Finance department, assist with audit requests as needed
- Manage online registration / donor support for special fundraising events
- Generate and mail quarterly pledge payment reminders
- Create and run standard and customized RE reports upon request
- Participate in cultivation and fundraising outreach events, occasional nights and weekends for special events support as needed.
- Assist Manager of Development & CEO with grant research and special donor prospecting projects
- Aid in creating/updating standard operating protocols and best practices

Skills & Attributes

- Highly organized and reliable
- Strong attention to detail
- A high degree of discretion handling confidential information

- Flexibility, patience and willingness to learn new skills
- Effective communication skills both written and in person
- Self-starter who takes initiative and can manage multiple projects at once

Qualifications & Experience

- BA preferred
- Prior database management experience in Raiser's Edge, Raiser's Edge NXT, Blackbaud Merchant Services, or a similar donor database preferred but not required. Training available
- 2-3 years' experience in development or nonprofits preferred
- Proficiency with Microsoft Office Suite, Excel experience preferred

Compensation

- Up to 29 hours per week \$30+/hour, commensurate with experience

Please send a cover letter and resume to recruitment@newcanaanlibrary.org. Position will remain open until filled.