



Title/Position: Development & Database Coordinator

Reports to: Director of Development & Communications

General Responsibilities: The Development & Donor Database Coordinator is responsible for maintaining all donation processing, as well as overseeing the database system pertaining to all donations, sponsorships, and special events. This position is also responsible for assisting with various aspects of fundraising events, ticket sales, and sponsorships, as well as assisting with the day-to-day operations of the development department.

Duties will include but are not limited to:

Responsible for all aspects of donation processing, including:

- Entering all donations/gifts into the database timely and accurately.
- Produce thank you letters, acknowledgments, invoices, and receipts, and update all letters.
- Timely reconciliation of all donations to ensure all have been captured in the database.
- Maintaining donation files outside of the database.
- Ensure donation checks are recorded and processed with the Administration Manager in a timely manner.

Assists with general department support, including:

- Making occasional phone calls to corporate partners or individual donors while maintaining high customer service.
- Building mailing lists (postal and email), reports and queries required by development staff and other departments.
- Assisting with various fundraising events, exhibit openings, sponsorship events, etc.
- Assisting with department goals by recognizing potential donors and providing individual or corporate giving history.
- Responsible for the integrity of the donor database, including:
 - Maintaining and optimizing the donor database.
 - Responsible for keeping data current, accurate, and relevant to department needs.
- Assists with Event Series sponsorships, securing auction and in-kind donations, and event execution, including:
- Tracking sponsor commitments, creating appropriate invoices, recording payments, and coordinating appropriate follow-up to collect payment.
- Coordinating with the director to ensure pledges and payments are accurately recorded and received before the event.
- Oversee auction item gathering process which includes community outreach, cataloging and acknowledgements.
- Manage event guest activities which include management of event registration portal, guest check in and check out processes, guest table and bidder assignments, etc.

- Oversee the processing of Event Series sponsor tickets, including distributing all sponsorship digital ticket packages

General duties include:

- Assisting front desk staff with general admission.
- Other duties as assigned.

Skills Required:

1. Positive and dynamic personality with a passion for children and education.
2. A strong commitment to the mission, vision, and values of WCM.
3. A self-starter who can multitask, assist others, and be an active team member.
4. Exceptional interpersonal, leadership, and organizational skills.
5. Highly detail oriented, with a bias towards accuracy.
6. Strong communication skills.
7. Strong knowledge of the local and regional philanthropic community.
8. Digital literacy with experience with MS Office Suite, POS, Salesforce, Greater Giving, and Formstack databases.
9. Ability to be creative, outward-focused, and adventurous.
10. Bachelor's degree or up to five (5) years development experience.
11. Willingness to step in and do all that is required for the organization's success.
12. Commitment to confidentiality.

Compensation: \$35,000 - \$40,000 salary dependent on experience and ability. Benefits include health, dental and 401K.

To apply for this position: Please send a cover letter, resume, and two professional references to Carlos Corredor, Director of Development & Communications, at ccorredor@wonderscope.org. Wonderscope is an Equal Opportunity Employer.