



Position: Database Coordinator
Department: Development

OPCC and Lamp Community are now one.

Summary

Under the direct supervision of the Individual Relationships Manager (IRM), the Database Coordinator is a member of the agency's administrative team and, as such, receives direction on occasion from the Development Director & Executive Director. The Database Coordinator is responsible for maintenance of the donor database.

Essential Duties and Responsibilities

1. Enter gift and donor information into Raiser's Edge donor management system to accurately record donor and prospect activity
2. Verifies and follows-up on gift requests (memorial/in honor of), matching gift contributors, credit card charges, and provides information to donors and prospective donors as required
3. Maintains database files and records to track contributions, maintain accurate mailing lists, and record fundraising events
4. Generates, proofreads and edits reports, records and other data for accuracy, completeness and compliance with established guidelines and procedures
5. Supports Development staff in pulling needed donor and relationship information from database for mailings, prospecting and stewardship and assists in training in these areas as scheduled
6. Explores functions of Raiser's Edge to establish new best practices and uses to support the agency's fundraising efforts

Other Activities

1. Attend and participate in weekly meetings and be available to work at development events (many of which are in the evening)
2. Generates thank you letters and supports thank you letter activity of other Development staff as needed
3. Supports mail projects and other communications pieces generated by Development Dept. as necessary

Qualifications

1. A passion for connecting philanthropists with high impact opportunities to help the most vulnerable in their communities
2. Bachelor's degree, or equivalent experience in database maintenance
3. Excellent computer skills as well as enthusiasm and curiosity for computerized databases
4. Detail oriented with strong time management and organizational skills

5. Able to manage multiple projects concurrently
6. Experience using Raiser's Edge and Volgistics preferred
7. Valid CA Driver's license, reliable car, auto insurance, and an acceptable driving record
8. Able to work a flexible schedule occasionally for special events and meetings as requested
9. Able to travel between Westside and downtown Los Angeles as work requires
10. Able to occasionally lift boxes up to 30 lbs.

OPCC and Lamp Community have many service locations in downtown LA and Santa Monica, and we offer a competitive salary and excellent benefits. We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Apply with salary expectations, cover letter, and resume via email

jobs@lampcommunity.org

OR

Mail:

OPCC/ Lamp Community Human Resources

526 San Pedro ST

Los Angeles, CA 90013

OR

Fax:

323-940-4759