

Database Coordinator

This position is responsible for receiving, processing and recording all gifts made to the LSU Health Foundation. Responsibilities also include entering pledges and pledge payments, processing matching gifts, database management and generating institutional donor acknowledgement letters and reports. This position requires a team player who is inquisitive, values learning, and demonstrates ability to problem solve and shift priorities quickly. A high level of quality customer service combined with accuracy, tact and diplomacy is necessary. This position reports directly to the Senior Director of Data Management and Integrity.

Responsibilities include, but are not limited to:

- Using Raiser's Edge and Blackbaud NetCommunity the Database Coordinator verifies, inputs and maintains accurate and detailed gift and demographic records for more than 80,000 constituent records, including but not limited to biographical, employment and relationship information.
- Receives and inputs gifts, pledges, pledge payments, memberships and registrations in the form of cash, checks, credit cards, or other valuables in an accurate and timely manner into a complex database system.
- Analyzes each gift and accompanying documentation to determine the proper way to deposit the gift and researches missing information or requests clarification.
- Generates donor acknowledgement letters and receipts.
- Creates and sends all pledge reminders directly to donors.
- Maintains accuracy of all data and helps create and produce accurate reports that will enhance strategic planning.
- Cleans and corrects data daily that includes, but not limited to change of address, email and deceased records.
- Notifies family members of gifts given in honor of/in memory of someone.
- Ensures that daily and weekly reports are available to development staff.
- Works in partnership with the finance and accounting team to ensure that all donations balance to organizational bank statements.
- Assists with creating and maintaining online giving pages and emails in NetCommunity.
- Creates and implements various database queries and exports in response to requests for information providing timely and accurate records, reports and lists.
- Serves as backup receptionist.

Qualifications:

- Analytical and strategic, able to evaluate complex data and plan accordingly.
- Excellent organizational skills.
- Meticulous attention to detail, accuracy and efficient time management.
- Flexible and able to readily modify, respond to, and integrate change.
- Ability to solve problems, make decisions and handle many tasks in a fast-paced, complex environment, working both independently and as a team member.
- Self-starter, highly motivated, takes initiative, hands-on, works effectively with limited administrative support.
- Personally accountable, owns their results.
- Timely and thorough.
- Professional demeanor while handling sensitive and confidential matters.
- Ability to report regularly and efficiently to the Senior Director of Data Management and Integrity.

Interested candidates should forward their resume, cover letter and salary requirements to Amy Digiovanni at adigio1@lsuhsc.edu