



## **EANES EDUCATION FOUNDATION**

### **Database/Technology Coordinator**

Reports to: Executive Director

Position Status: Part-time (12-15 hours/week)

#### **Position Overview:**

The Database/Technology Coordinator for the Eanes Education Foundation (EEF) reports to the Executive Director and assists with identifying and managing database and other software platforms to ensure proper reporting of all donor donations. Essential in managing current donor gifts as well as sustaining and matching gifts. Helps in the planning, coordinating and implementation of all software used for fundraising and communications activities for EEF. The Database/Technology Coordinator works with the Executive Director and Operations Manager to ensure individual and corporate giving software and database is efficiently and effectively utilized so that EEF continues its mission to successfully fund teacher and staff positions across the district.

#### **Primary Responsibilities:**

- Manage donor database and donor acknowledgement process accurately (entering gifts, recording activities, generating reports).
- Correctly process all donations into database including credit cards, EFT's, cash and checks.
- Primary contact for database troubleshooting and maintenance.
- Participate in donor and prospect research.
- Manage sustaining, matching and corporate gifts.
- Generate thank you letters and/or emails from non-credit card donations.
- Maintain and update addresses and email updates on an as-needed basis.
- Create and send requested tax receipt letters to donors in a timely manner.
- Run daily transaction reports on payment process days (includes credit cards/checks/EFT etc.)
- Update software with new data from district (i.e. "data dump") one time per year (August.)
- Maintain and update Salesforce/database letters on an as-needed basis.
- Coordinate and oversee fall Teacher Fund campaign mailing.
- Work closely with staff accountant regarding data and donations to ensure consistency.
- Work closely with software customer service representatives.
- Explore and recommend technology options/upgrades in order to streamline the donor process.
- Review EEF website on a quarterly basis to ensure all information is up-to-date.
- Help with other office duties including checking mail, stuff envelopes, etc.
- Provides support to committees and volunteers as needed for special events or other development activities.
- Work with Operations Manager to ensure accurate donor listings for website, e-blasts, Impact Reports, etc.
- Support campus fundraising and volunteer committees as needed.
- Provides support to committees and volunteers as needed for special events or other development activities.

#### **Qualifications:**

- Bachelor's degree required and minimum 2 years' experience in English, Business, Communications or related field.
- Strong interpersonal, verbal & written communications skills.
- Demonstrated proficiency with computer literacy related to word processing, spreadsheets, data entry, data analysis and report generation - Salesforce experience a plus.
- Ability to manage multiple projects simultaneously.
- Initiative, research and organizational skills.
- Ability to attend occasional evening/weekend events.
- Interest and enthusiasm for working with people and advancing the mission of the Eanes Education Foundation.

**Please email a cover letter and resume to Dana Meserole DeLorenzo at [ddelorenzo@eanesisd.net](mailto:ddelorenzo@eanesisd.net).**

**Candidate materials reviewed as they are received.**