



Job Recruitment

Donor Relations & Database Coordinator

Position Summary:

The Community Engagement Donor Relations & Database Coordinator must have a high attention to accuracy and detail, have a service oriented mentality, strong sense of project ownership and have a strong understanding and awareness of system integration. The Coordinator will maintain all donor giving records in our database, provide receipts to donors, generate thank you letters and manage yearly appeals and mailings. This professional will work to ensure that all donors, contributors, supporters, and partners feel cherished, acknowledged, thanked, and celebrated. This position will be supervised by the Community Engagement Manager and is responsible for working successfully with the team, the Chief Executive Officer, and the Board of Directors to promote relationship building and successful fundraising.

Classification: 1.0 FTE – Non-Exempt. Hourly. Full-time.

Basic Functions and Responsibilities of the Position:

Communications and Donor Relations (80%)

- Acquire mastery of Fundraiser, the database program
- Record all gifts, in-kind and financial, into the database. Assist with individual donor stewardship through a multi-touch thanking program by generating receipts and thank you letters and keeping these items fresh and updated regularly.
- Work with bookkeeper to coordinate regular deposits
- Oversee the recurring gift program and reach out to donors to update expiring credit card information every month.
- Maintain and optimize database for best performance.
- Receive in-kind donations throughout the day as needed.
- Create donor contact plans: annual giving, post event follow-up etc.
- Maintain staff birthdays and staff lunch schedules
- Provide data for reports, grants, mailing lists and dashboards through the implementation of queries and exports in Fundraiser.
- Assist with annual calendar.
- Assist with donor research and prospecting.
- Coordinate the thanking process for grants, third party fundraisers, etc.
- Other Duties as assigned.

Events (20%)

- Develop and maintain custom reports based on organizational event needs. Create and produce invitation lists.

- Auction item input into Greater Giving and Fundraiser database.
- Process tickets sales and maintain guest lists.
- Provide auction item donations thank you receipts.
- Assist with special events and have flexibility to work extra hours for these events.

Other Requirements

- Be able to maintain the highest of expectations regarding customer service interactions.
- Be able to work under short deadlines and high-pressure situations.
- Be prepared to handle other duties as assigned.

Basic Functions and Responsibilities as a Liberty House Team Member:

- Maintain required confidentiality in compliance with Liberty House policies, HIPAA, and the state of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Attend Liberty House staff meetings, Community Engagement Team meetings, and events as needed.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct.
- Conduct the business of Liberty House to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

Qualifications:

Required Education and Experience:

- Bachelor’s degree in information technology or computer science, or a related field.
- Two years or more experience in database management.
- Two years of more in field requiring customer service skills.
- Another acceptable combination of education and experience.

Other Qualifications:

- Advanced skills in database maintenance or administration, preferably with Fundraiser
- Advanced skills in Microsoft Office 2013 programs.
- Strong skills in telephone, written, and verbal communication.
- Valid Oregon driver’s license and acceptable driving record, proof of automobile insurance; and personal reliable transportation.
- A criminal background check, DHS Child Welfare Registry check and sex offender registry check are all required for employment at Liberty House and will be completed for finalists.

Helpful Skills and Areas of Knowledge:

- Experience working in nonprofit settings.
- Knowledge of child abuse dynamics.
- Have legible and attractive handwriting/penmanship.
- Ability and willingness to work collaboratively as a team member.
- Ability and willingness to establish and maintain positive working relationships.

Hours, Compensation, and Benefits:

- Permanent full-time, hourly position at 40 hours per week, Monday-Friday. Schedule to be determined.
 - Compensation: dependent upon education and experience.
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The Organization:

Liberty House provides a range of services for children and their families referred for concerns of abuse, neglect, trauma, or grief. In the clinic, core services include a medical check-up, forensic interview and family support. Services are provided in consultation with other professionals such as law enforcement and child protective services (See Oregon Revised Statutes 418.747 – multidisciplinary teams; ORS 418.782 – child abuse medical assessment). Liberty House provides follow up mental health services for children and their caregivers through our Hope and Wellness Services. With a budget of over \$3 million, we serve more than 1,000 children and family members each year. We also provide prevention training and education for community organizations. Our experienced staff members work closely with many other professionals to ensure that children and their families receive the help they need in a coordinated, sensitive way. Liberty House serves children and families in Marion and Polk counties.

Liberty House is a nonprofit corporation organized under IRS Code 501(c)(3). Employment with Liberty House may make the employee eligible for eventual forgiveness of student loans issued under The William D. Ford Federal Direct Loan Program.

Nothing in this job description restricts Liberty House's right to assign or reassign duties and responsibilities to this job at any time.

To Apply:

Interested applicants should submit a completed application (available at www.libertyhousecenter.org), resume, cover letter and 2 letters of recommendation to Kameron Wolfer: kwolfer@libertyhousecenter.org.

This is a recruitment to establish a pool of qualified candidates and will remain open until the position is filled.

The start date for the position will be determined by the Community Engagement Manager and the Chief Executive Officer in consultation with the successful candidates.

Liberty House is an Equal Opportunity Employer.