



Position Title: Donor Relations and Database Coordinator

Hours: 40 hours per week

Supervision provided by: Director of Development

The Donor Relations and Database Coordinator provides a high-level of communication and service to Alianza's supporters by maximizing donor engagement through in-kind giving and special campaigns, maintaining donor records and data, and supporting grant and other revenue generating activities. This position is responsible for helping to meet annual donation goals and interacts regularly with Alianza's direct service, administrative staff, Alianza supporters, volunteers and interns.

Key Duties and Responsibilities Include:

Donor Relations:

- Answer general calls, email and website inquiries from donors and prospective donors.
- Provide information about Alianza and the agency's in-kind and gift card donation needs, and help facilitate the donation process.
- Update agency's in-kind donation needs lists; help publicize donation needs lists, coordinate donation drop off or pick-up at appropriate times.
- Publicize donations on Alianza's social media platforms and identify ways to maximize donor recognition opportunities.
- Lead Back-to-School and Holiday Wish List campaigns; communicate with Advocates about participant needs, conduct outreach to businesses and groups sponsors; coordinate collection of donated items and oversee volunteers assisting with collecting donation; assist Advocates with distribution of gifts to recipient individuals and families.
- Work with volunteers to assist with special donation campaigns; organize and maintain donation storage rooms; assist Advocates with accessing supplies for participants.
- Research prospective in-kind donation sources; conduct outreach to various businesses for targeted products and service donations.

Donor database management:

- Process all donations (cash, checks, credit cards, gift cards, online gifts, in-kind) in a timely and accurate manner.
- Generate weekly online donations reports from PayPal, Network for Good, Benevity, and other online giving platforms.
- Generate and send electronic and print gift acknowledgements in a timely manner.

- Regularly add and update donor gift, pledge and contact information in DonorPerfect.
- Generate and distribute gift and donor reports for the Development Office as-needed.
- Create and modify general and targeted mailing lists for direct mailing campaigns throughout the year.
- Maintain the overall quality, integrity and security of the DonorPerfect database, including planning and overseeing improvements or enhancements to the software and documenting internal data entry practices.
- Collaborate with the Communications Coordinator on updating and scheduling Alianza's social media and web fundraising pages and online giving forms.
- Work with Communications Coordinator to update Constant Contact email lists.
- Assist with quarterly financial reconciliation process and annual audit process as requested.

Development Administrative Support

- Assist Director of Development with drafting funding inquiries, direct mail and electronic solicitation campaigns.
- Assist Director of Development with collecting, organizing and updating agency documents needed for grant and sponsorship requests.
- Provide information on organizing and hosting third party events to individuals and groups looking to fundraise to support Alianza.
- Work with Development Office team, staff and volunteers to plan, coordinate, and implement Alianza's public awareness and fundraising events.
- Participate in Development Committee and ad-hoc Events committee meetings; distribute agendas, notes, reports.
- Attend weekly Development department meetings
- Attend all staff meetings
- Participate in trainings, workshops, etc. as requested
- Represent Alianza at community events and activities as requested

Qualifications Sought:

- Minimum of two years of experience in nonprofit social service/human service, educational or community nonprofit organization desired.
- Experience working with CRM (DonorPerfect, Salesforce or similar relational database) and donor records.
- Attention to detail and process while adhering to deadlines and managing multiple projects.
- Familiarity with Google Suite, Microsoft Office Suite, Constant Contact, Zoom and virtual meeting platforms.

- Excellent written and verbal communication skills. Candidates will be asked to submit a writing sample as part of the interview process.
- Bilingual English-Spanish skills highly desirable.
- Able to work independently with high degree of organization, and follow-through.
- Able to represent Alianza in a professional manner.
- Bachelor's degree or Associates degree with transferable skills and work experience.
- Must have reliable personal transportation, a valid driver's license, auto insurance and an acceptable driving record.
- Must pass a CORI background and credit check.

Compensation and Benefits:

The Donor Relations and Database Coordinator is a non-union position with a hybrid work schedule that includes some hours in-office and in the community. Starting hourly rate of \$20.00 - \$24.00/hour depending on experience and skills, plus a generous time-off package; comprehensive, low-deductible health and dental insurance; a 403(B)-retirement plan with employer match; long-term disability benefits; paid life insurance; tuition assistance; and several more benefit options.

Alianza DV Services, Inc. is an equal opportunity/affirmative action employer, committed to values of inclusion, empowerment, and social justice. Alianza does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status or genetic information. Bilingual candidates and candidates with experience in domestic violence are strongly encouraged to apply. AA/EOE/ADA

Position open until Filled. Please send letter of interest and resume to Pamela Barnes at pbarnes@alianzadv.org.