



JOB DESCRIPTION

Job Title: Database Coordinator

Ministry: Marygrove and Good Shepherd Children & Family Services

Reports To: Community Engagement Manager

Date: July 1, 2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

The Database Coordinator is responsible for the management, optimization, and daily operations of the donor database system (Raiser's Edge), ensuring accurate, up-to-date, and comprehensive information is maintained to support strategic fundraising, marketing, and stewardship efforts across both Marygrove and Good Shepherd Children & Family Services. This role plays a critical part in data integrity, donor engagement, and organization effectiveness.

OVERVIEW & RESPONSIBILITIES

- Manage all aspects of Raiser's Edge database, including data and gift entry, data integrity, donor acknowledgements, reporting, and analytics.
- Maintain consistent data to ensure the accuracy, completeness, and confidentiality of donor records.
- Collaborate with the Finance Departments at both the ministry level and at the Archdiocese of St. Louis to reconcile fundraising data with the General Ledger on a regular basis.
- Execute donor segmentation for appeals, newsletters, and stewardship campaigns.
- Troubleshoot database issues and implement updates or improvements in line with best practices.
- Support stewardship and compliance functions, including the administration and tracking of tax credits and other regulated documentation.
- Assist with donor mailings, imports/exports, and queries for targeted communications.
- Provide data support for events, campaigns, and grant reporting.
- Perform other duties as assigned by the Community Engagement Manager.

KNOWLEDGE & EXPERIENCE REQUIREMENTS



- Associate or Bachelor's degree in a related field (nonprofit management, business, communications, or similar) preferred, or equivalent relevant experience.
- Familiarity with databases or data entry is a plus; extensive training in Raiser's Edge will be provided.
- Interest in working in a nonprofit or mission-driven organization.

SKILLS & COMPETENCIES REQUIRED

- Strong attention to detail and accuracy.
- Clear and professional verbal and written communication skills.
- Comfortable learning new software and working with data.
- Ability to manage time well and meet deadlines.
- Team-oriented mindset with a willingness to learn and grow.
- Basic proficiency in Microsoft Office, especially Excel and Word.
- Flexibility to work occasional evenings and weekends during peak events or campaign periods.
- Completion of Safe Environment Training – *Protecting God's Children*, as required by the Archdiocese of St. Louis.
- Genuine commitment to the missions of Marygrove and Good Shepherd Children & Family Services and an understanding of the broader mission, vision, and values of Catholic Charities of the Archdiocese of St. Louis.

RESOURCES FOR WHICH ACCOUNTABLE

- Entry and maintenance of donor records in *Raiser's Edge*
- Gift acknowledgment processes and basic report generation
- Mailing lists and support for donor communications
- Administrative tasks related to donor stewardship and events
- Data accuracy and confidentiality in all database work

Incumbent's public positions and values must be in full agreement with those of Catholic Charities and the teachings of the Catholic Church.

EMPLOYEE SIGNATURE

DATE

HR REPRESENTATIVE SIGNATURE

DATE