

United Way of Hastings (UWH)
Office Coordinator/Database Specialist Job Description

Basic Purpose

Manages UWH day-to-day administration of organization and data entry of pledges and payments in donor database. Conducts fundraising data analysis. Provides administrative support to the Executive Director, Board of Directors, and committees.

Primary Duties

- Processes pledges and donations from individuals, businesses, and workplace giving organizations and prepares donor acknowledgements.
- Conducts data entry of pledges and donations in donation tracking database.
- Works with other United Ways having the same database and the database vendor to learn and enter information correctly.
- Conducts reporting and data analysis of pledges, donations, and fundraising efforts.
- Reviews and compares data from year to year.
- Ensures that donor database has current contact information for individuals and businesses and updates database as necessary.
- Maintains on-line login information for access to workplaces pledging and payments.
- Manages financial record keeping including accounts receivable and accounts payables, digitizing records, and electronic funds transfers, with Executive Director.
- Coordinate with external auditor for annual audit: help coordinate materials, analyze results, suggest improvements.
- Coordinates campaign-related fundraising activities including but not limited to the annual appeal and business appeal, with Executive Director.
- Conducts marketing and communication activities including but not limited to mailings, e-messages, press releases, TV and radio clips, social media, website, and other advertisements, with Executive Director.
- Develops and organizes print materials such as campaign marketing tools, annual appeal brochure, and other materials.
- Conducts meeting-related responsibilities including, but not limited to conference call coordination, meeting notices, meeting logistics, agenda preparation, correspondence, minutes, etc., as directed by Executive Director.
- Maintains security of UWH electronic materials via weekly backup process.
- Maintains confidentiality of UWH business, correspondence, and donor information.
- Conducts routine daily office responsibilities including but is not limited processing incoming and outgoing mail, greeting visitors, and answering the telephone.
- Performs other duties as assigned.

Education

Preferred BA/BS degree or an equivalent combination of education, training, and experience

Experience

2-4 years of related experience

Knowledge, Skills & Abilities

Excellent verbal and written skills

Ability to handle multiple tasks simultaneously

Ability to work in a fast-paced work environment

Ability to handle confidential information

Strong organizational skills and attention to detail

Solid customer service skills

Ability to work on projects with limited supervision

Accurate and efficient data entry skills

Proficient in cloud platforms, Microsoft Office applications such as Word and Excel, and databases

Supervisory Experience: None required

Physical Demands: Limited physical exertion required

Travel: Periodic travel to conferences

Revision Date: 1/28/20

Exempt Status: Nonexempt