

CAMP SUNSHINE JOB DESCRIPTION

Camp Sunshine's goal is to make the journey with a pediatric cancer diagnosis easier for children and families by offering a network of support, education, and recreational opportunities. Our year-round camps and programs provide experiences that help children and their families in the healing process while enhancing their coping skills, quality of life, and promote normal childhood development.

POSITION:

Development Data Coordinator

Full time (average 40-hours per week) salaried position

REPORTS TO:

Development Director

POSITION SUMMARY

The Development Data Coordinator will support Camp Sunshine's fundraising and development operations. This position will be responsible for the following functions: data entry and management, reporting, prospect research, direct appeal segmentation strategy and analytics, and assisting with gift processing and acknowledgement. The Development Data Coordinator reports to the Development Director and is also responsible for providing direct assistance to the Database Manager.

This newly created support role will be a good fit for someone who is comfortable spending their days working within Raiser's Edge to enter, maintain, and analyze constituent and fundraising information. Candidates that are willing to wear different hats, multitask, and enjoy collaborating across departments will be an excellent fit in our office. We are seeking candidates who are mission driven, self-sufficient, and strategic.

ESSENTIAL FUNCTIONS

Gift Processing and Acknowledgement

- Assist Database Manager with accurately processing online and offline gifts into Camp Sunshine database
- Prepare timely and accurate gift acknowledgements and tax receipts as directed
- Prepare database reports as requested
- Maintain standards and policies of Camp Sunshine's database as established by Database Manager
- Report on and track gift appeal performance

Constituent Data Entry and List Management

- Assist staff in preparing segmented mailing lists from the database for specific campaigns, announcements, newsletter mailings, annual appeals, stewardship campaigns, e-philanthropy, and programs
- Input, track, and report grant requests and awards in database
- Prepare donation reports for fundraising events and campaigns

- Work with Communications Manager to ensure accurate email communication lists

Additional Duties and Responsibilities

- Perform other operations and stewardship duties as assigned
- Support the Database Manager on projects as needed
- Create and maintain a professional work environment that emphasizes teamwork and ensures respect and recognition for each employee's and each volunteer's contribution to the organization's success
- Work successfully in partnership with staff, volunteers, board, and families served

QUALIFICATIONS

- Post-secondary education or equivalent experience required; Bachelor's degree preferred
- 3 years in nonprofit fundraising, with direct experience in the areas of gift processing, direct appeals, and data entry
- Comprehensive understanding of non-profit development best practices
- Exceptional organizational, project management, and analytical skills
- Proficient and highly experienced Raiser's Edge user
- Experience in peer-to-peer fundraising platform preferred
- Ability to effectively write and manipulate database queries
- High degree of proficiency in MS Office including Excel and Word, specifically conditional mail-merges
- Experience in fundraising reporting and appeal tracking
- All employees are required to be fully vaccinated against COVID-19 (medical exemption accommodations possible)

COMPENSATION

To be determined based upon experience and qualifications. This position is eligible for Camp Sunshine's competitive health and benefits plan:

- Paid time off for vacation, sick leave, and 9 holidays
- Paid health insurance and disability insurance, optional supplemental insurance
- 401K and employer matching contribution after 1 year of employment
- Hybrid work environment - office is currently a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing

To Apply:

Please submit your resume and cover letter for consideration to
alicia@mycampsunshine.com

Camp Sunshine enriches the lives of Georgia's children with cancer and their families through recreational, education, and support programs. Camp Sunshine, Inc. provides equal opportunities to all employees and applicants for employment. We will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran status, military status, genetic information, pregnancy, sexual orientation, gender identity, or gender expression.