

Donor Database Coordinator – Full Time, Immediate Opening
Claretian Missionaries USA-Canada

The Claretian Missionaries, a 501(c)(3) religious organization based in downtown Chicago, has a challenging full-time opportunity for a **Donor Database Coordinator (DDC)** to join a dynamic Mission Advancement Team. As a member of the Mission Advancement team, the Donor Database Coordinator functions as the lead gift entry and acknowledgment staff member for the department and organization. Working in partnership with team members from multiple departments, the DDC fulfills a critical role in the consolidation, centralizing and management of all donor details.

Reporting directly to the Sr. Director of Mission Advancement, the role ensures accurate, timely and efficient data entry, gift acknowledgment and reporting; and supports peer gift entry staff in their work with the Aegis and Donors for Good CRM systems. This challenging position offers opportunities for problem solving while utilizing strength with numbers and in accounting.

Main Accountabilities

The DDC maintains donation and constituent records, performing weekly duties including:

- Follows internal manuals, guides and best practices to achieve efficient and productive gift entry outcomes.
- Develop and apply an understanding of organizational accounting structure and coding to all classes of gift coding, entry and reporting.
- Monitors the dedicated donation scanning email “Gifts205” and “WestGifts“ to track new donation entry from receipt through acknowledgement.
- Utilizes Aegis Rapid Batch entry to create new donation records and batches from donation backup and deposit records via multiple Mission Advancement gift channels including; website donations from multiple platforms, matching & payroll gifts, planned giving, major gifts, direct mail responses, Claretian Missionaries, US Catholic and the Treasurer’s office.
- Reviews batches for accuracy with coding and gift detail to ensure efficient reconciliation with the finance team.
- Handles checks, cash and credit card numbers in a secure, locked location and with total confidentiality coordinates batch review with team members.
- Exports, reviews and prints donation acknowledgement letters and coordinates personalization with other departments as needed.
- Prepares and distributes weekly donor call lists and tracks results in the CRM.
- Exports weekly revenue report; creates weekly internal aggregating campaign, fund and appeal totals into a consolidated campaign report.
- Performs regular record maintenance and updates for MGO assignments, list additions, etc.
- Creates and distributes campaign solicitor reports as needed.
- Continually improves process and efficiency in Aegis CRM usage; trains and supports Aegis CRM users.

Qualifications

- Associates degree, preferably Bookkeeping, Accounting or Business Administration
- 2 years of constituent and gift handling experience
- Demonstrated proficiency and accuracy with data entry and CRM platforms (i.e., Excel, Aegis, Network for Good, Raisers Edge, Donor Perfect, Salesforce)
- Familiarity with mission-driven social service organizations, the Catholic faith and experience working in fundraising, journalism and communications is preferred
- Outstanding communication, interpersonal and organizational skills
- Fast, accurate typing proficiency
- Strong Microsoft Word, Excel, Outlook and Zoom skills required
- Bilingual English/Spanish or English/French is highly desirable

This full-time position is based at the downtown Chicago office and offers a competitive salary and full benefits including a generous paid time off package. For position consideration, please email cover letter, resume, and desired salary requirements to Human Resources, Claretian Missionaries: hr@claretians.org

About the Claretian Missionaries

The Claretian Missionaries in the United States and Canada are dedicated to:

- Bringing the Word of God to all people as companions on their journey through life.
- Working for the betterment of society and providing tools and resources to promote human dignity.
- Encouraging young adults to participate in leadership at all levels of the ministry.
- Continuing the commitment to serve the Hispanic communities in the United States and Canada.
- Sponsoring print and media to evangelize the people of God to strengthen their faith commitment.
- Engaging outreach to Catholics who have left the Church.
- Standing in solidarity with immigrants and refugees as advocates of comprehensive immigration reform.
- Assuring the safety of children in all ministries.

To learn more about the Claretians and their ministries, including the St. Jude League, go to: **www.claretians.org**.

Claretian Missionaries Service Corporation is an equal opportunity employer.