

Database Coordinator

Position: Full-time, Exempt

Department: Giving Strategies

Reports To: Vice President, Philanthropic Studies

The Organization

The Community Foundation of Greater Birmingham is the largest community foundation in Alabama, with assets of approximately \$215 million, annual grants of \$18 million, and more than 470 component funds representing a variety of donor and charitable interests across the five-county region it serves. Our work serves the Foundation's vision for a just, prosperous and unified region where every person is empowered to reach their full potential. We hope to achieve this mission by igniting passion for transformational change in partnership with donors, community members, and civic leaders. The Foundation believes in the power of philanthropy to positively impact communities by guiding donors in leveraging their charitable investments and employing clear strategies to guide its own community investments.

Position Summary

The Database Coordinator will be responsible for maintaining the CFGB's constituent database system, accurate and timely grants processing from donor designated funds and producing and distributing gift acknowledgements. In carrying out these duties, s/he will work closely with Giving Strategies, finance and program teams, as well as trustee/money manager contacts to ensure seamless services to donors and the community. A successful Database Coordinator will combine a strong attention for detail and compliance with entrepreneurial thinking and exceptional customer service skills.

Principal Duties and Responsibilities

1. Update, streamline and maintain donor database to ensure the highest level of accuracy and efficiency
2. Ensure accurate and timely grant processing of all grants from donor designated component funds
3. Act as subject matter expert to ensure CFGB is fully utilizing donor database capabilities
4. Prepare reports, queries, and analysis for the Philanthropic Services team, CEO and board of directors
5. Assist donors in navigating and using the Foundation's online giving platforms
6. Respond to inquiries and requests from fund holders and other CFGB constituents

Specific Day to Day Tasks

1. Ensure database accuracy, integrity, confidentiality and healthy record keeping
2. Produce and distribute timely donor acknowledgments
3. Research and author prospect reports
4. Liaise with CFGB stakeholders in above tasks and CFGB events and activities, providing stewardship and customer service and acting as an ambassador of the Philanthropic Services team and CFGB



Qualifications

- Bachelor's degree or equivalent experience
- Proficiency in electronic data management and Microsoft Office products
- Superior organizational, communication and interpersonal skills (ability to convey complex concepts in simple terms)
- Ability to work independently as part of the Philanthropic Services Team and collaboratively with Finance and Program Teams
- Ability to prioritize and multi-task in a fast paced environment and manage change as organizational priorities shift
- Commitment to providing excellent customer service

Starting salary for this position will be commensurate with the selected candidate's background and experience. The Community Foundation offers an exceptional benefits package including options for medical and dental coverage, 403(b) retirement plan, a generous schedule of paid holidays, and three weeks of vacation the first year of service, prorated based on date of hire.

Salary Range: \$38,000 – 42,000

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

TO APPLY:

Please direct inquiries by email only to careers@cfbham.org, referencing "Database Coordinator" in the subject line. Include cover letter, resume and salary requirements. No phone calls please.

Candidates selected for the interview process will be contacted directly. We regret that we cannot respond personally to each applicant.