



DATABASE COORDINATOR

Reporting to the Director of Development, the **Database Coordinator** is responsible for supporting the development department's data processing activities, providing outstanding customer service to members and donors, and various administrative/clerical functions.

Basic Purpose and Responsibilities:

- Maintains and enhances database capabilities for membership and donor base.
- Processes membership, annual fund, tribute, capital campaign, and Zoo Foundation gifts.
- Prepares membership, donor, and capital campaign reports as needed.
- Responds to incoming phone calls and provides information on membership programs and events.
- Assists with preparing direct mail related to membership and the annual fund.
- Prepares donor acknowledgement letters.
- Prepares capital campaign pledge invoices.
- Maintains an accurate database by running monthly reports.
- Assists with inventory, purchasing, and receipt of supplies and printed materials.
- Maintains development and capital campaign files.
- Periodic on-site membership sales.
- Performs other duties as assigned by the Director of Development.

Position Qualifications:

Education (Minimum Needed):

- Bachelor's degree or a combination of experience and education.

Experience (Minimum Needed):

- Two years experience in data management.

Special Skills:

- Strong attention to detail.
- Patient, friendly attitude.
- Experience with Raiser's Edge or other CRM.
- Working knowledge of Microsoft Office and Google applications.

Other:

- Must have an appreciation for the mission of the Buffalo Zoo.
- May include some weekends, evenings and holidays.

This is a full-time, non-exempt hourly position at \$15.50 per hour. Benefits available include health plan, life insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time benefits. Benefits are available after the successful completion of an introductory probation period of 60 days of work.

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.

Please submit resume and cover letter (no phone calls please) by May 17, 2019 to:

Kara Lee

Director of Development

klee@buffalozoo.org

EQUAL OPPORTUNITY EMPLOYER