



OPEN POSITION:

DONOR RELATIONS DATABASE COORDINATOR

Full-time (40 hours/week)
Benefits and insurances eligible
Reports to: Development Director

POSITION SUMMARY:

This position supervises, coordinates, and maintains the various aspects of the Blackbaud Raisers Edge database system. They are responsible for the integrity of donor records, donor gift entry, and donor acknowledgement. The positions provides support for the Development department by running reports, generating mailing lists, and producing donor lists.

MINIMUM EDUCATION:

A minimum education of a Bachelors' degree is preferred.

MINIMUM EXPERIENCE:

Must have a minimum of 3 to 5 years employment within a development or fund raising setting is preferred. Must have knowledge of fundraising fundamentals, gift processing functions, practices, and ethical principles of fundraising & stands of professional practice. Extensive knowledge of Blackbaud Raisers Edge system is highly desired.

APPLY TO:

Hospice of CNY
990 7th North Street
Liverpool, NY 13088
Fax: (315) 766-1120
Email: humanresources@hospicecny.org