



**Title: Database and Gift Processing Administrator**

**Location: New York, NY**

**Reports to: Senior Director of Development**

The Database and Gift Processing Administrator is a vital member of the Women's Sports Foundation Development team, playing a key role in supporting senior leadership and Development staff responsible for the annual fund; the annual gala; major gifts; events; institutional giving; publications and stewardship. Our Development Team is growing on the heels of our most successful gala – beating all prior records over 39 years. He or she will work closely with the Development Manager and the Senior Director of Development.

He or she is responsible for administrative support, gift processing, database entry, data quality control and correspondence for individual, foundation and corporate gifts.

He or she is responsible for the processing of contributions and acknowledgements and is the point of contact for the reconciliation of all contributions with Finance. He or she will also provide tactical solutions for implementation of tasks related to the database.

The position requires meticulous attention to detail and demonstrated ability in the administration of donor database software.

### **Essential Roles and Responsibilities**

#### **1. Database Entry / Gift Processing**

- Track and process all gifts
- Enter donations into the database on a daily basis
- Oversee and maintain database records
- Work with the finance team to ensure all donations are processed and recorded appropriately
- Set up pledges and matching gifts on donor records in database
- Reconcile gifts monthly with the finance department

#### **2. Data Audit / Maintenance**

- Maintain the overall integrity of the donor database
- Maintain accurate and current donor data that effectively tracks key information and cultivation / solicitation activities
- Update of database, specifically donors with current address, title, and bio information
- Create and manage ongoing data hygiene processes
- Execute “de-duping” of duplicate database records
- Create and generate various dashboard/income reports
- Performs queries and generate various lists as requested for events, mailings or e-appeals

#### **3. Donor Acknowledgment**

- Prepare and generate timely acknowledgement letters related to donations, pledges, tribute gifts, bequests, matching gifts, special appeals, stock gifts, donor events, restricted gifts, etc.
- Track pledges
- Execute fulfillment mailings including welcome packets, thank you letters, cards and direct marketing appeals as needed



#### **4. General Responsibilities**

- Provide support to Senior Management as required
- Submit annual reports and financials to nonprofit rating agencies
- Support the finance department during the annual audit
- Handle other data entry requests/projects from the other departments as assigned
- Participate in special projects and team/staff meetings

**The ideal candidate will possess a combination of skills, experience and passion in the following areas:**

- Bachelor's degree required
- Two to three years of experience in a Development department, and/or a solid understanding of the role donor data tracking and reporting plays in a Development department
- Experience in a nonprofit setting / passion for sports is a plus
- Experience or demonstrated ability in the administration of donor database software / Experience with Salsa CRM (formerly DonorPro) is a plus
- Experience in establishing donor database best practices
- Knowledge of and ability to create development reports
- Above average computer knowledge and experience including a working knowledge of Excel, Word and mail merges
- Organized, detail-and-deadline oriented with demonstrated ability to work in a dynamic, fast paced environment, both independently and in a team

***In 2015, the Women's Sports Foundation adopted the "Hucles Rule," a hiring guideline that states that an elite athlete must be interviewed for each WSF job opening. The Women's Sports Foundation is an equal opportunity employer.***

**Email cover letter, resume and salary expectations into one PDF document to:** [HR@WomensSportsFoundation.org](mailto:HR@WomensSportsFoundation.org)

**Attn:** Natoya Curd, Senior Director, Operations & Administration

**Subject:** Database and Gift Processing Administrator

The Women's Sports Foundation is located is 247 West 30th Street, 5th Floor, New York, NY 10001.