



POSITION TITLE: Database Coordinator

REPORTS TO: Director of Development

CATEGORY: Regular

FULL-TIME/PART-TIME: Full-Time

Youth On Their Own (YOTO) – strives to eliminate barriers to education and empower Pima County’s homeless youth to stay in school. For over 32 years, we have supported the high school graduation of this unique demographic by providing financial assistance, basic human needs, and guidance. With the help of our supporters we empower homeless youth to remain in school and pursue opportunities for self-sufficiency.

YOTO is searching for a Database Coordinator to become a member of the YOTO family. The Database Coordinator is part of the Development team and is responsible for the application and administration of the donor database, Donor Perfect, and supporting activities of the Development Department.

Work Schedule: Full Time. Hours may vary to include special events and activities on evenings and weekends. Status: Regular Full-time Exempt.

Necessary Skills: exemplary written and oral communication; exceptionally high level of attention to detail; must be extremely organized; ability to establish productive relationships with staff, volunteers, funders, and potential and current donors.

Minimum Qualifications:

- High School Diploma
- Four years of consistent work experience specializing in fund development or data entry
- Excellent communication skills both oral and written
- Excellent time management skills, aptitude for proper task prioritization, and a results-oriented work processes
- Ability to work collaboratively in a self-managed team environment
- Working knowledge of MS Office (e.g., Word, Excel, Outlook, PowerPoint)
- Experienced and comfortable working with numbers and in databases
- Able to maintain confidential information and have good work ethics
- Current driver’s license and auto insurance
- Transportation as needed for off-site duties
- Compassion and understanding for the challenged youth population we serve

Essential Duties:

- Process donations to comply with auditing standards in a timely manner
- Enter donor information and gifts into database (Donor Perfect), continually updating and correcting records to ensure accurate reporting
- Create and run fundraising and finance reports as requested
- Maintain and manage confidential donor records with care and integrity

- Prepare acknowledgement letters and mail merges
- Assist in donor review and updates by using donor research software
- Assist with event planning as needed
- Interact with generous donors via phone and email
- Support grants management with administrative tasks related to compliance, reporting, generating grant documents, and mailing proposals
- Complete other tasks as needed

Physical Demands/Working Conditions:

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer
- Able to lift up to 30 pounds

Preferred Qualifications:

- Experience with donor database software (DonorPerfect)
- Bachelor's Degree in related field
- Experience in nonprofit field

Pre-Employment Screenings:

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States.

Benefits:

Youth On Their Own offers an excellent benefits package, including:

- Paid holidays (including a day off during your birthday week!)
- Medical, dental, and vision benefits
- Paid time off with the ability to use time as it accrues after 30-day waiting period
- A 401(k) retirement plan with agency match
- Ongoing training and professional development

Youth On Their Own values their employees and encourages a healthy work-life balance, supportive and positive workplace and opportunities for professional development.

Please submit the following:

Cover Letter, Resume and 3 references with phone numbers and emails to:

Bethany Neumann

bneumann@yoto.org

The intent of this position description is to provide a representative summary of the essential duties performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.