



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. Since 1986, 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; 40 hours / week; 9-5 M-F

Minimum Qualifications:

- High School Diploma
- Two years 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
- Excellent working knowledge of MS Office, particularly Word and Excel
- Experienced and comfortable working with numbers and in databases
- Able to maintain confidential information and have good work ethics
- 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
- Prepare acknowledgement letters and mail merges
- Create and run fundraising and finance reports as requested
- Maintain and manage confidential donor records with care and integrity
- Interact with donors via phone and email
- 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
- Medical, dental, and vision benefits
- 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 a short cover letter, resume, and two references to Bethany Neumann at 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.