



Donor Database Coordinator  
Development

Reports to Director of Individual Giving  
FLSA Status: Exempt  
Full-Time

2025  
Job  
Description

## POSITION OVERVIEW

The **Donor Database Coordinator** will contribute to the development team by ensuring donor and sponsor records are accurate and analyzed. This position ensures team members have accurate and actionable data to strengthen donor relationships, improve engagement, and measure impact, all to advance Habitat's mission forward.

## PRIMARY RESPONSIBILITIES<sup>1</sup>

- Raiser's Edge NXT (RENXT) is implemented, maintained, and fully utilized with all features and updates.
- Proper integration with sub databases: VolunteerHub, GoFundMePro, and Double the Donation, and with data from other sources.
- Accuracy of database information and cleanliness.
- Responsible for all gift entry into and acknowledgement and reporting from RENXT for:
  - Checks, credit card entries and EFTs
  - Online and peer-to-peer databases
  - Matching gifts
  - In-kind donations
  - Habitat 2.0 gifts
- Pull and prepare reports to provide team members with accurate, timely data they can use to inform and implement fundraising strategies.
- Actively seek ways to utilize databases to meet fundraising ends effectively and efficiently.
- Complete monthly financial reconciliation of donor database with finance department.
- Coordinate two-way data exchange with Habitat for Humanity International (HFHI) to support a successful direct marketing program.
- Create queries and reports for targeted mail and email communication.
- Evaluate appeal responses and communications based on donor segments to develop analysis on past giving trends, interactions and program results.
- Generate and send thank you letters and stewardship pieces to corporate, faith-based and individual donors and others.
- Develop queries, reports, forms, imports and exports through RENXT to support the development team.
- Supervise office volunteers to assist with database maintenance tasks.

<sup>1</sup> This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.



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## ACCOUNTABILITY ITEMS

- Raiser's Edge NXT
- Database integrations
- Gift entry and timely recognition

## KNOWLEDGE, SKILLS & ABILITIES<sup>2</sup>-

- Ability to compile and interpret comprehensive reporting.
- Ability to work independently, as well as in a team structure.
- Ability to work under pressure, multitask and meet deadlines.
- Demonstrated ability to solve problems and think strategically.
- Detailed and strong organization skills.
- Excellent written communication skills.
- Ability to work a flexible schedule.
- Ability to safely and legally operate a motor vehicle.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

## EDUCATION, EXPERIENCE, & CREDENTIALS

- 1-2 years of successful experience in managing or working closely with a database.
- RENXT, Blackbaud, VolunteerHub, Omatic or Formstack experience a plus.
- Experience in nonprofit development and project management a plus.

## PHYSICAL REQUIREMENT TO PERFORM THIS JOB<sup>3</sup>-

- Utilize the telephone and communicate with others, inside and out of the office environment.
- Ability to be sedentary for extended periods of time.
- May involve some physical activity, ability to lift approximately 25 pounds.
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>2</sup> Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.

<sup>3</sup> These are abilities the employee would need to perform the essential functions of the job with or without reasonable accommodations.