
DATA COORDINATOR

Position Assignment

Title: Data Coordinator
Organizational Unit: Development and Communications
Recruited by: Vice President of Development and Communications
Approved by: Vice President of Development and Communications

Working Relationships

Reports to: Vice President of Development and Communications
Staff Team: Vice President of Development and Communications, Director of Development, Director of Communications, Director of Church Relations, and all STCH Ministries staff to enhance the total program

Basic Functions

The Data Coordinator plays an important role in the Development and Communications department of STCH Ministries. The primary function of the Data Coordinator is providing support services to assist all areas of STCH Ministries in fostering quality standards for data collection, analysis and outcomes.

Basic Responsibilities

1. To maintain neat and up-to-date records and files as required.
2. To collect and maintain donor information and to prepare gift receipt letters for all financial and in-kind donations.
3. To prepare bulk mailings and compile address lists from Raiser's Edge, etc. for mail appeals, *Messenger* newsletters, Calendars, Donor Letters, and other bulk communications.
4. To prepare and provide data reports related to areas of ministry as needed.
5. To be proficient in the Blackbaud donor database.
6. To maintain accurate donor records to ensure data integrity.
7. To ensure all ministry participants and statistics are entered into Blackbaud as related to ministry areas.
8. To facilitate staff training and streamline the use of the Blackbaud Raiser's Edge database throughout the organization to ensure quality standards.
9. To serve as backup to the Administrative Assistant – Development and Communications.

Position Description

STCH Ministries



10. To perform all other duties as assigned.

***A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

I, the employee, have read, understand, and agree with the position description for Data Coordinator.

Employee Signature

Date

Employee Supervisor Signature

Date