



# VENTURA COLLEGE FOUNDATION

your dreams. our mission.

## **DATABASE ASSISTANT**

Part Time (15 hours/week)  
Starting Pay: \$18 - \$21 per hour DOE

## **JOB DESCRIPTION**

Excellent opportunity for a Database Assistant with at least 2-3 years of relevant experience, reporting to the Development Manager at the Ventura College Foundation. The ideal candidate will be a strong, collaborative, organized, and detail-oriented, individual with experience working with databases in the fundraising fields. Opportunity for growth within the organization.

For 37 years, the Ventura College Foundation, a (501)(c)(3) non-profit) has raised more than \$39.6 million for the students and programs of Ventura College, a Hispanic-serving institution as designated by the U.S. Department of Education. The Foundation has assets of over \$24.7 million and receives support from individuals, corporations, foundations, and its Weekend Marketplace operations to provide Ventura College students scholarships, textbooks, and other program support. The Foundation is governed by a 24-member Board of Directors, and works toward an annual fundraising goal of \$1M from annual giving, major giving, and planned giving efforts. The database size is 50K+ records and rapidly growing.

The Database Assistant is responsible for database support for the annual fund, major and planned gifts, and event aspects of the fundraising program at the Foundation. The Database Assistant is part of a high-performing team that together, implements a comprehensive development program of identifying, cultivating, soliciting and stewarding annual, major and planned gift donors and prospects for restricted and unrestricted needs in support of the Foundation's mission.

## **VENTURA COLLEGE FOUNDATION MISSION STATEMENT**

The Ventura College Foundation transforms students' lives through education by providing innovative and vital resources and financial support. The Foundation collaborates with Ventura College to enhance human potential, civic engagement, careers, and academic success of students enabling their effective impact and legacy on the college, local workforce, and our community.

## **RESPONSIBILITIES**

### **TIMELY & ACCURATE GIFT PROCESSING:**

- Prepare and enter all cash and in-kind gift donations received; download and enter online donations from outside merchants, including MobileCause, social media channels, and the credit card processing vendor.

- Generate and print acknowledgment letters/receipts for the Executive Director's review and signature within 48-72 hours of receiving a donation.
- Scan, fold, seal and mail gift acknowledgment letters/receipts after signed.
- Provide on a weekly basis accurate gift deposit reports and documentation to the Finance Manager in a timely manner.
- Ensure gift information such as pledge cards, gift agreements, payroll deduction forms, documentation regarding gift restrictions, signed acknowledgment letters and check/credit card/ACH documentation scans are uploaded to Raisers Edge/NXT for Development Team access.

#### DONOR STEWARDSHIP SUPPORT:

- Produce a monthly list of donor birthdays for the Development Manager to review, then generate and print donor birthday cards for signatures among Foundation staff and place in the mail.
- Produce a monthly list of tribute gifts received for the Development Manager to review, then generate and print tribute cards for honorees and family members of deceased donors.

#### DATABASE FUNCTION SUPPORT:

- Add and update constituent records as needed, analyze donor information and populate all appropriate data fields according to Foundation Data Entry Standards as outlined in the Database Assistant Policies and Procedures Manual.
- Assist the Development Manager with implementing all import/export projects, and scheduled data health/cleansing projects.
- Accurately implement established Foundation gift coding for appeals, funds, campaigns, packages, constituent data, and special attribute systems.
- Provide support related to donor lists/reports for events, annual giving campaigns, direct mail projects, major donor and planned giving prospects.
- Assist Development, Programs and Event staff in capturing data they wish to record in Raisers Edge/NXT.
- Creating, testing and implementing of standard queries which Raiser's Edge/NXT users can run at their discretion.

#### OTHER DUTIES AS ASSIGNED:

- The purpose of this job description is to provide an overview of job responsibilities for the Database Assistant position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

#### MINIMUM REQUIREMENTS

- Associate's degree and 1-2 years of experience in an office setting performing data entry and database integrity functions. Proficiency and experience in using donor databases preferably with The Raiser's Edge/NXT.
- Progressive, successful, and specific experience working in the development department of a non-profit organization and/or understanding of the development process, preferably in higher education preferred.
- Intermediate computer skills, including the Microsoft Office Suite, especially Word and Excel. Knowledge and ability to execute Microsoft Office Suite mail merges for letters, envelopes and labels required.
- The ability to establish and maintain positive and honest relationships with a variety of people in a multicultural and diverse environment.
- Professional in demeanor and conduct with the ability to maintain composure under pressure. Experience adhering to the highest standard of professional ethics and an agreement to comply with AFP's (Association of Professional Fundraisers) Code of Ethical Standards and Donor Bill of Rights.

- Ability to use discretion and maintain sensitive/confidential information.
- Excellent time management and organizational skills, including the ability to prioritize and manage multiple tasks efficiently and accurately, meet time-sensitive deadlines and troubleshoot database challenges.
- Excellent oral and written communication skills, including editing and proofreading. Careful attention required in regards to detail with numbers, codes, math, spelling, grammar, punctuation, and document formatting.
- Ability to work independently and collaboratively with Foundation colleagues, in a fast-paced environment, adapting quickly to change. A genuine commitment to excellence and to the mission of the Foundation.

**To Apply**

Please email Julie Harvey, Development Manager, your cover letter and resume. Only applicants who submit both items will be considered for the position.

No calls please, only applicants selected for interviews will be contacted. Applications will be accepted until March 20, 2020.