Sparrow Hospital, Lansing MI  
Requisition: 16174  
Job Title: Data Coordinator  
Department: Fund Development  
Full Time

**General Purpose of Job:**

Support the activities of the Foundation by maintaining the integrity of the donor database, which includes entry of donations, tracking event registrations, uploading letters, updating donor contact information and more. Proper entry of campaign and appeal information, maintenance of appropriate documentation to support all entries into the donor database.  Serve as backup office support and support development activities/events.

**Essential Duties**:

*This job description is intended to cover the minimum essential duties assigned on a regular basis.  Associates may be asked to perform additional duties as assigned by their leader. Leadership has the right to alter or modify the duties of the position.*

* Participate in the preparation of the bank deposit, including but not limited to mail processing and deposit information.
* Enter a variety of data into the donor database, which includes donations and donor contact information, with accuracy and timeliness.
* Ensure the integrity of the donor database by using proper balancing and verification procedures and maintaining documentation supporting all entries into the database.
* Conduct donor research to ensure complete constituent profiles.
* Prepare daily acknowledgement correspondence for all gifts; ensure donor personalization and timeliness.
* Update letters loaded in the system quarterly.
* Prepare monthly pledge reminders for outstanding pledges.
* Assist in maintaining fiscal integrity by balancing data entry totals to daily deposits.
* Maintain Foundation filing system for donor records.
* Assist with pulling reports and queries for invitations and other mailings.
* Process registrations for foundation events in Blackbaud Events Module.
* Perform accurate constituent coding on the front-end of data.
* Provide information needed to support the completion of the monthly financial statements.
* Perform daily data download from Donorscape and distribute to Foundation team for Grateful Patient Program.
* Support fund stewardship as directed in support of donor inquiries, service line needs and more.
* Provide backup office support for Foundation, as well as support Development activities/events.

**Job Requirements**

**Education:**

* Associate Degree with 2-3 years professional experience or High School Diploma with 3-5 years professional experience.

**Work Experience:**

* Administrative or clerical experience.
* Experience with donor database or CRM system
* Bachelor’s Degree (Preferred)
* Prior gift administration in a non-profit setting (Preferred)
* Raiser's Edge experience (Preferred)
* Financial experience with daily deposits (Preferred)

**Specialized Knowledge and Skills**

* Strong computer skills including Microsoft Window, Microsoft Word, Microsoft Excel, and database entry.
* Mathematical aptitude.
* Strong interpersonal skills.
* Demonstrated respect for confidentiality of information.
* Ability to work independently and as a member of the Foundation team.
* Ability to maintain electronic and paper filing systems.
* Ability to work with frequent interruption of work

**Please apply directly at** [**https://careers.sparrow.org**](https://careers.sparrow.org) **or email resume to melissa.lucero@sparrow.org.**