



## **JOB DESCRIPTION**

**TITLE:** Data Entry Coordinator

**DATE:** June 2022

**DEPARTMENT:** Data Operations

**SUPERVISOR:** Director, Database Operations

**FLSA Classification:** Non-exempt

**SUMMARY:** This position is responsible for data and gift entry and providing administrative support in the maintenance of the Marine Corps Scholarship Foundation's donor database.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Gift Processing and Record Maintenance:**

- Accurately input and process credit card transactions, direct mail contributions, and recurring gifts in accordance with designated timelines.
- Evaluate, sort, and total daily credit card donations. Create daily gift batches, including coding of revenues, and distribute daily notification email to Foundation staff for gift tracking.
- Ensure timely and accurate mailing of tax receipts in compliance with audit standards.
- Support external inquiries related to gifts and follow up with investors to resolve issues associated with their giving.
- Produce and process reports pertaining to the gift data entry process.
- Run queries and software to ensure data maintenance and integrity, and work to maintain data hygiene.
- Provide database support to departments across the organization, including data imports and query requests.
- Reconcile online giving with digital marketing software.
- Create tracking systems to manage direct mail appeals and packages.
- Add new constituent records to the database, analyze available information, and populate all appropriate data fields.
- Work with Development Department to reconcile end-of-month proposal close out.
- Other duties as assigned.

## **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree required

- A minimum of 1 to 2 years of experience or equivalent training in database management; Blackbaud technology applications, particularly The Raiser's Edge, Raiser's Edge NXT, Financial Edge, Online Express, Luminate preferred
- Non-profit experience preferred

### **REQUIRED SKILLS AND ABILITIES**

- Must possess a passion for the Marine Corps Scholarship Foundation
- Working knowledge of database systems, familiarity with Blackbaud database software preferred
- Ability to accurately process gifts, manage data, and generate reports; analyze data for appropriate posting; and learn complex data entry codes
- Strong verbal and written communications skills
- Extremely detail oriented with strong organizational skills
- Team oriented and able to interact with others while using tact, patience, courtesy, and respect
- Self-starter, self-motivated, and works well under pressure
- Skilled at working on multiple tasks at one time with interruptions

### **WORKING CONDITIONS**

- Working conditions are normal for a fast-paced office environment
- Work may require occasional weekend and/or evening work
- Requires working in front of a computer for extended periods of time