DONOR DATABASE COORDINATOR
Position Description

The Scholarship Foundation of Santa Barbara seeks a skilled database professional to provide comprehensive administrative and clerical support throughout the organization. The Donor Database Coordinator will serve as the organization's database expert, managing multiple systems, analyzing data, and developing reports that support strategic decision-making across multiple departments. This position requires an independent, detail-oriented professional who can balance collaborative teamwork with autonomous project management. This is a full-time (37.5 hours per week), non-exempt position.

Primary Responsibilities

1. Manage and maintain data integrity across multiple databases.
2. Oversee the processing, recording, and reporting of student loan payments.
3. Proactively identify, troubleshoot, and resolve database issues. Develop and document new policies and procedures for database-related security and data management as needed.
4. Pull data for donor mailings, appeals, invitations, and all other communications with an eye for precision, strategy, and stewardship.
5. Design and generate comprehensive reports for Accounting and Development departments as needed.
6. Analyze donor data trends to support organizational decision-making, events, and communications.
7. Maintain reporting schedules to ensure timely delivery of critical information.
8. Provide high-level administrative support to multiple departments.
9. Process donations, prepare gift acknowledgement letters, and follow all gift notification procedures.
10. Create batch reports for processed gifts and prepare reports for the Finance and Development departments.
11. Participate in and support all aspects of donor-related events and communications.
12. Support the Programs Department with various activities, including but not limited to eligibility review and scholarship award processing.
13. Perform standard monthly reconciliations between Development and Finance.
14. Other duties as assigned.

Minimum Qualifications

1. Four years of database experience, ideally in a nonprofit setting.
2. Familiarity with donor and accounting software and the ability to master new software applications.
3. Proficient with Microsoft Office applications, including Outlook, Word, Excel, and Access.
4. Ability to operate standard office equipment such as phones, computer workstations, copiers, and printers.
5. Ability to communicate clearly and effectively, both verbally and in writing.
6. Ability to represent the Foundation to student aid recipients, donors, and other stakeholders in a professional and courteous manner.
7. Bachelor's degree required.
8. Ability to lift and carry 30 lbs.

SALARY RANGE:
$58,000-$64,000

FOR CONSIDERATION, PLEASE SUBMIT:
• Cover letter
• Résumé

TO:
hr@sbscholarship.org

No telephone calls please.

The Scholarship Foundation of Santa Barbara is the nation's largest community-based provider of college scholarships, having cumulatively awarded in excess of $167 million to some 64,000 students countywide since its founding in 1962. A nonprofit organization, the Scholarship Foundation also provides free financial aid advising services. For additional information, visit www.sbscholarship.org.