Donor Database Information Coordinator

About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

The **Donor Database Information Coordinator** is a part-time position which will be responsible for overseeing the administration, performance, integrity, and security of our constituent relationship management on Blackbaud Raiser's Edge (CRM) system. This role is instrumental in managing the database infrastructure that supports alumni engagement and fundraising efforts across the college.

Responsibilities

- Administer the Raiser's Edge CRM and related systems, ensuring optimal functionality, reliability, and data security.

- Perform regular imports of new and updated constituent data including alumni, donors, faculty/staff records, employment data, and prospect screenings.

- Create and manage data queries, exports, and reports to support strategic decision-making by leadership and university partners.

- Maintain high data integrity through routine audits, de-duplication, and health checks, implementing tools and processes to proactively manage data quality.

- Develop and document policies and procedures governing database use, data standards, and security protocols.

- Lead user training sessions, provide end-user support, and communicate system updates and best practices.

Qualifications

- High school diploma or equivalent required, associate or bachelor's degree preferred.

- Three years or more of experience in nonprofit fundraising and/or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Substantial previous experience with Raiser's Edge NXT and Blackbaud products.

- Proficiency in Excel and other standard Microsoft Office software, systems, and collaboration tools.

- Excellent problem-solving and analytical skills.

- Customer service orientation and ability to work effectively independently as well as collaboratively with other colleagues.

- Ability to work with and maintain highly confidential information.

- Meticulous attention to detail and organizational skills.

- Excellent organizational planning and proven ability to meet deadlines.

- Ability to work flexible hours during events which can include nights and weekends.

- A personal relationship with Jesus Christ.

- Commitment and agreement to Erskine's mission, vision, and statement of faith.

- Willingness to offer spiritual support to students and staff.

- Assist and perform additional or related duties as assigned or required.

Application Process

To ensure full consideration, interested candidates should complete the online application, which can be found here. In addition, please provide the following:

- Resumé or curriculum vitae
- Cover letter
- References (at least three)