



Donor Database Coordinator **Job Announcement**

Attention experienced animal lovers! The NOAH Animal Center is hiring a Part Time Donor Database Coordinator. Join our fun, fast pace, and professional environment where you can help save the lives of homeless dogs and cats through our high quality, low-income spay and neuter programs, family friendly pet adoptions, humane education and volunteer programs. It's a great opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help NOAH achieve our mission of finding homes for animals and reduce the overpopulation of animals through low-cost spay/neuter.

Job Summary

The Donor Database Coordinator is responsible for managing and maintaining accurate donor information and detailed donor records. This includes processing acknowledgement letters in a timely matter, entering accurate donation records into the computer database, maintaining event database records and preparing reports. This position is proficient in NOAH's donor and event software and assists with fundraising events. The Donor Database Coordinator provides overall support to the development & marketing department.

Qualifications

- High School Diploma or GED Equivalent – Associates degree preferred
- Must be 18 years of age
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy.
- Must have 1 or more years' experience with database entry
- Proficient in Microsoft Office Suite
- Preferred experience with Blackbaud Raiser's Edge NXT donor database
- Experience with event software programs preferred (AuctionMaestroPro)
- Leadership ability with exemplary interpersonal, verbal, listening and written communication skills
- Open, friendly and comfortable with diverse groups
- Strong customer service skills
- Capable of directing and working effectively with donors, volunteers and staff in a wide range of activities in a fast pace environment
- Self-motivated and able to work both independently and with a team
- Possess superior organizational skills and the ability to prioritize, problem solve and multitask

Salary & Benefits

Salary:	\$14.00 - \$18.00 hourly
Classification:	Non-Exempt, Regular, Part Time
Schedule:	Varies, will include weekend and evening work
Benefits:	Paid sick leave, paid time off & retirement options (Eligibility requirements must be met)
Reports to:	Development & Marketing Director
Reporting Staff:	Volunteers

Instructions for Applying

Please send a cover letter & resume to:

Jennifer Holocker, Development & Marketing Director

Email: jenniferh@thenoahcenter.org

Mail: 31300 Brandstrom Road
Stanwood, WA 98292

Fax: 360.629.9923

Thank you for your interest in working for The NOAH Center!