



## **Donor Database Coordinator**

The Parklands seeks a highly organized individual passionate about parks, the outdoors, and about building a community that voluntarily supports this donor and visitor supported asset through financial contributions of all sizes. The Parklands Donor Database Coordinator will be an integral part of the development team reporting to the Director of Development and External Relations and will oversee all matters related to The Parklands of Floyd's Fork database.

### **PRIMARY RESPONSIBILITIES**

- Maintain constituent records in the Raiser's Edge/NXT database, following procedures to ensure accuracy and integrity of data.
- Process all data entry of gifts including online donations, pledge payments, matching gifts, tributes, and fundraising events.
- Connect with donors by phone and email to answer questions on membership, payments and using The Parklands website for donations.
- Produce weekly donor acknowledgement letters, quarterly pledge reminders and year end stats and name lists for the annual report.
- Provide monthly reports and reconciliation with the accounting and finance department as well as ad hoc reporting.
- Support fundraising events, solicitations and appeals through expense and revenue tracking as well as by providing email and mailing lists, and merges.
- Assist with setup, attendee check in, and break down during 3 or 4 events per year.
- Manage software updates including transitions to Raiser's Edge NXT.
- Ensure confidentiality of donor information.

### **EXPERIENCE AND QUALIFICATIONS**

- Bachelor's Degree or 3 years of donor database experience in a non-profit environment.
- Database management experience required, with Raiser's Edge experience preferred.
- Skills in planning, time management and organization to effectively prioritize workload.
- Excellent oral and written communication skills and service oriented approach.
- General knowledge of accounting and financial processes preferred.

### **ABOUT THE PARKLANDS**

The Parklands of Floyd's Fork is a systemic, world-class addition to Louisville's park system that includes four major parks linked by a park drive, a first-rate urban trail system, and a

remarkable water trail, all tracing Floyds Fork, a classic Kentucky stream. Ongoing maintenance and operations are funded solely through private donations and an endowment fund. This public/private project is a unique and truly city-shaping model. This is the largest fully funded non-profit park system in the nation. Learn more at [www.theparklands.org](http://www.theparklands.org).

**LOCATION** This position is based in The Parklands of Floyds Fork downtown office at 471 W Main St., Louisville, KY.

### **COMPENSATION AND BENEFITS**

Salaried position with performance bonus potential. Paid vacation for two weeks; 21st Century Approved Holiday/Sick/Personal Days. Participation in the 21st Century Parks, Inc. Health Insurance Plan. 21st Century Parks, Inc. pays 80% and 70% of the premiums for individual and family coverage, respectively. Short-term & Long-term disability programs. Participation in the 21st Century Parks, Inc 401(k) Plan (Employer matches up to 4%). Pay commensurate with experience and qualifications.

**APPLICATION PROCESS** To apply, send your resume and cover letter including expected salary, along with three references to Donor Database Search, The Parklands of Floyds Fork, 471 West Main, Suite 202, Louisville, KY 40202, or e-mail to [careers@21cparks.org](mailto:careers@21cparks.org). Applications will be accepted until position is filled.