



Ronald McDonald House Charities of Madison  
2716 Marshall Court, Madison, WI 53705  
Phone: (608) 232-4660 / Fax: (608) 232-4670

## JOB DESCRIPTION

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**Organization:** Ronald McDonald House Charities of Madison  
**Position Title:** Gift Processor & Database Coordinator  
**Reports To:** Director of Development  
**FLSA status:** PT, hourly, range of 20 to 27 hours per week  
**Last Updated:** January 2022

### Overview

The Gift Processor & Database Coordinator supports the mission of Ronald McDonald House Charities of Madison by accurately processing and acknowledging all gifts and pledges, while maintaining the donor database. This position is responsible for recording and processing contributions and ensuring all gifts are promptly and accurately entered, receipted, and acknowledged, updating donor records, generating reports and queries and writing acknowledgment letters.

### Job Responsibilities

#### Gift Processor

- Promptly and accurately record gifts and pledges in Blackbaud Raiser's Edge
- Generate gift receipts and donor acknowledgement letters
- Process credit card donations
- Reconcile daily mail log and batches with the Business Office
- Copy, scan and file donor letters and supporting gift collateral
- Record in-kind contributions
- Complete matching gift applications
- Track pledges and gift agreements; generate corresponding invoices
- Generate memorial letters
- Oversee True Sense acquisition program
- Partner with Business Office to manage donor funds in accordance with best practices and standard operating procedures.
- Assist Director of Development in generating monthly Scorecard and other financial reports
- 2-3 evening and/or weekend events per year required

#### Database Coordinator

- Maintain accurate donor demographics within Blackbaud Raisers Edge software
- Collaborate with Director of Development on Blackbaud Raisers Edge historical accuracy
- Keep staff, volunteer, families, Board of Director's and Board Committee lists updated on a regular basis
- Update email addresses, contact information and tags within Mailchimp
- Run queries for appeals, mailings and donor giving history
- Assist Director of Development in identifying prospects
- Generate information to assist the Development Department in strategic planning, grant writing, or other fundraising needs

**Ideal Characteristics**

- A friendly, positive, and professional attitude.
- Desire to contribute to RMHC-Madison team projects and mission.
- Creative, passionate professional who is organized with high level of attention to detail.
- Willingness to pitch in and help in areas that do not fall directly within position's responsibilities.

**Qualifications**

- Associate Degree or higher and/or 2+ years of experience in successful database management.
- Passion for the RMHC mission. Natural ability to demonstrate a caring attitude towards guests, donors and people who interact with the organization.
- Outstanding verbal and written communication skills.
- Ability to work well as part of a small, dynamic team, as well as independently and remotely.
- Demonstrate strong judgement skills and attention to detail while meeting deadlines.
- Proficient in Microsoft Office products, database and event management software.
- Experience generating reports and interpreting data.
- Ability to identify and maintain confidential information.
- Knowledge and skills working with a diverse clientele from different cultures, languages, and religious beliefs.

**Preferred Experience**

- Blackbaud Raisers Edge, Greater Giving and Mailchimp, or comparable software
- Utilizing wealth analytic tools
- Working in a donor-focused, or nonprofit organization

**Physical Demands and Work Environment:**

These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential job responsibilities.

- Position is part-time with primary hours falling during stated business hours. Ability to work a flexible schedule when needed, potentially remotely, according to needs of the organization.
- Work is primarily performed in an office environment with minimal exposure to injury.
- Ongoing daily use of computers and telephone.
- Walk, sit, stand, bend, climb, and use hands to, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk, hear, read, count, and write.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Must be able to work with frequent interruption. Low to moderate noise level.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position. Interested candidates should send a cover letter, resume, three references, and desired salary range to The Employer Group via email ([jobs@theemployergroup.com](mailto:jobs@theemployergroup.com)) by **February 7, 2022**. All materials will be kept confidential.