



# FIRST NATIONS DEVELOPMENT INSTITUTE

**Position Title:** Database Coordinator  
**Reports to:** Data Administrator  
**Job Level:** Full-time/Exempt  
**Supervises:** N/A

## **POSITION SUMMARY**

First Nations Development Institute (First Nations) is a 42-year-old Native American controlled nonprofit organization whose mission is to strengthen American Indian economies to support healthy Native communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for American Indian people and their communities.

The Database Coordinator is responsible for a wide range of administrative duties supporting the development team and fundraising activities of the organization. Primary duties include, but are not limited to, executing timely gift processing and processing donor acknowledgments. The Database Coordinator also provides key administrative support to members of the development team, which may include communicating with First Nations supporters to respond to requests for information and tracking donor communications.

The Database Coordinator reports to the Data Administrator and works in collaboration with First Nations development staff, directors, senior program officers, program officers, and other administrative staff.

The Database Coordinator can be based in either First Nations' Longmont, CO or Albuquerque, NM, office. Remote work will be considered for the right candidate.

## **ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Be responsible for constituent entry and gift processing
- Ensure timely and accurate production of all acknowledgement letters
- Notify portfolio members of incoming donations, changes to biographical information, etc.
- Communicate with First Nations' donors to answer questions or provide information about the organization
- Work alongside the Data Administrator in the maintenance of the Raiser's Edge constituent management database, maintaining the integrity of the database and providing support to staff for database applications. Safeguard the confidentiality of donor information and develop related security processes, policies and procedures to ensure that donor records and information meet security and data protection requirements
- Provide support to development and finance staff when questions, concerns or problems arise
- Ensure that data is captured and recorded in a timely manner and is accurately recorded
- Help ensure that all information flowing into the database is accurate
- Provide support by providing lists and reports through RENXT's various data and reporting tools. This includes, but is not limited to, pulling and segmenting mailing lists for mailed solicitations and preparing recognition lists for the Annual Report.



# FIRST NATIONS DEVELOPMENT INSTITUTE

- Support the prospect pipeline, which includes:
  - Conducting research on identified prospects
  - Identifying current donors with greater capacity and referring donors to the major gifts team for assignment, initiating prospect research process
  - Generating reports to help identify opportunities within various donor segments
  - Coordinating third-party data screening and enhancement services, as requested, and inputting results into database
- Maintain Raiser's Edge/NXT database in a manner that ensures the integrity of the data and maximizes fundraising success, including updating duplicates, deceased or inactive constituents, bad addresses and donor solicitation preferences.

## **MINIMUM REQUIREMENTS**

- Ability to work independently and collaboratively to accomplish responsibilities, goals and projects
- Ability to work in a deadline-driven environment, managing multiple projects simultaneously with high degree of accuracy and attention to detail
- This role should see data as an information tool to help the team achieve success
- Strong problem-solving skills
- Highly organized
- Advanced computer skills, including proficiency in standard office productivity software including Raiser's Edge
- Strong administrative skills
- Strong customer service focus
- Minimum three years of experience in data entry or database management preferably Raiser's Edge
- Comfortability in working across the organization and interacting with First Nations donors and supporters
- Competent self-starter who is a doer, who takes initiative and who is able to work independently
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimal supervision
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency
- High ethical standards, discretion, and confidentiality in working with donor information
- A passion for the organization's mission and advancing racial and economic justice

Please note, this job description is not designed to cover or contain a comprehensive listing of activities. First Nations is a collaborative organization that relies on teamwork.

## **PREFERRED REQUIREMENTS**

- Familiarity with Raiser's Edge/RENXT
- Knowledge of nonprofit organizations and practices and familiarity of Tribal Nations
- Willingness to learn



# FIRST NATIONS DEVELOPMENT INSTITUTE

- Ability to develop, document and implement new processes

## **MEASURES OF SUCCESS**

- Timely and thorough completion of data entry, gift processing and donor acknowledgment
- Thorough follow through and completion of tasks/projects assigned
- Teamwork and collaboration with First Nations employees
- A high standard of customer service to First Nations supporters

## **EMPLOYEE BENEFITS & PERKS**

First Nations provides a number of employee benefits which include:

- Health Insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self and immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 14 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday) and paid vacation time starting at 80 hours per year
- Paid sick days for illness or to tend to immediate family health needs

Employee perks include:

- Flexible work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment

## **SALARY RANGE**

\$38,400 - \$48,000

## **TO APPLY**

Submit a cover letter, resume and three references to [HumanResources@firstnations.org](mailto:HumanResources@firstnations.org).

Please note Database Coordinator in the subject of the email.