



## Job Description

POSITION TITLE: Administrative Assistant / Database Coordinator  
REPORTS TO: Development Director  
WORK STATUS/HOURS: Full-time Hourly; 40Hours or more/week; 52 Weeks  
DEPARTMENT: Advancement

### GENERAL DESCRIPTION

The Back of House coordinator manages the DonorPerfect database for TPH. This person also supports and coordinates administrative logistics for the various aspects of the Advancement Department, under the direction of the Advancement Department donor officers, reporting to the Director of Advancement. With the goal of ensuring accuracy and access to reports, metrics, and supplies needed for the ongoing function and success of the Advancement Department.

### WHO WE ARE LOOKING FOR

An individual who is able to multitask and be self-motivated, a utility team player. Someone good with varied and spontaneous adjustments to projects and strategy. The person must be professional and warm on the telephone. The person must be a problem solver, enjoy challenges, a consistent self-improver, and employ excellent critical thinking skills. Someone who is thinking of the needs of the Donor Officers their work.

### SKILLS AND PROFICIENCIES

- Minimum of a Bachelor's Degree from an approved liberal arts college (or appropriate equivalent)
- Experience with database management, or equivalent thereto
- Must be proficient or willing to be trained on DonorPerfect software
- Proficient in Microsoft Office Suite, especially Excel and Word
- Experience with Google Drive applications
- Experience with Adobe InDesign
- Subscription to the Mission Statement of The Potter's House and agreement with the goal, purpose, and objectives of the agency
- Excellent interpersonal and communication skills
- Organization and planning skills
- Ability to work independently and as a team player

## RESPONSIBILITIES

- Monthly Newsletter/Appeal letter Mailing
  - Prep materials for mailing and produce labels/reports needed
  - Supervise mailing every 3<sup>rd</sup> Wednesday of the month
  - Deliver it to USPS Bulk Mail Unit
- DonorPerfect Database Management
  - Make database changes – update, merge, edit, delete, etc.
  - Handle all issues related to DP database (run reports, create online gift form, automatic monthly donations, troubleshooting with DonorPerfect Customer Support)
  - Process gifts for receipting
- Designing materials
  - Edit photos using LightRoom when needed
  - Design prayer calendar template for social media with Canva
  - Design receipt letter, business card using InDesign
- Other Miscellaneous Tasks
  - Create end of year statement for all donors
  - Send invoices when needed
  - Order supplies needed in the office, order name tags/ business cards for Development staff, order memorial plaques

*The preceding statements are intended to describe the general nature and level of work being performed by the person assigned to these positions. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*