



Development Database Manager and Operations Coordinator

Department: Development

Relationships: Director of Development Administration

Location: Special Olympics Pennsylvania, Norristown PA office

FLSA Status: Full-Time

Position Summary:

position is virtual until January 2022, then 3 days per week in Norristown office

This position coordinates and synthesizes data from multiple platforms, manages the standardized use of development databases and other fundraising platforms used across the state, and handles the management, depositing, processing, recording, acknowledging and reporting of gifts to Special Olympics Pennsylvania.

The primary responsibility of this position is to maintain donor data integrity, including serving as liaison to the finance department and leading efforts to strengthen operations for the purpose of increasing funds raised for the organization.

Major Areas of Responsibility:

Serve as Raiser's Edge database administrator, providing accurate and timely processing and acknowledging of all donations and administrative payments to the organization, including:

- Utilizing ImportOMatic, Classy, and Stripe software, as well as third party processing sites reports, to transfer gift data into Raiser's Edge
- Manually entering gift data as needed
- Preparing reports as needed
- Acknowledging gifts in a timely manner
- Ensuring regular data maintenance for data integrity
- Troubleshooting data submission errors

Manage fundraising operations, including but not limited to:

- Scanning and depositing check and cash gifts, and preparing cash receipt logs for finance



- Managing mailings for the development department, such as holiday card mailings, event invitations, and tax receipt mailings
- Managing the preparation of nametags and awards (plaques and other) for development events
- Maintaining digital archives of all check copies and backup, uploaded gift spreadsheets, and electronic transfers
- Providing input for a variety of Finance processes such as petty cash reconciliation, reconciliation of bank statements, audits, and general ledger coding
- Answering and responding to general inquiries via phone
- Managing returned mail and mailing preferences

Job Requirements:

- At least 2 years of experience in database management, at least 1 year of which with Raiser's Edge (with experience in gift processing, acknowledgement merges, reporting and ImportOMatic uploads)
- Proficiency in Microsoft Office, particularly Excel
- Ability to learn through self-instruction or online tutorials
- Attention to detail and organization
- Ability to maintain positive relationships with coworkers, SOPA leadership, donors, and vendors
- Ability to manage time effectively and efficiently
- Comfort level and ability to work with and partner alongside those with intellectual disabilities
- Understanding of the Special Olympics Mission and Movement

Application Instructions: Serious applicants should provide a cover letter, resume, and salary requirement. Experience working in databases is required.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

ORGANIZATION DESCRIPTION



Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join “The Inclusion Revolution,” visit www.specialolympicspa.org.