



Development Database Manager and Operations Coordinator

Department: Development

Relationships: Director of Development Administration

Location: Special Olympics PA Norristown office

FLSA Status: Full Time, Non-Exempt, Salaried

Position Summary:

This position supports development operations for the organization. It includes the management, depositing, processing, recording and acknowledging of gifts to Special Olympics PA, as well as maintaining the donor database integrity, creating and applying coding as needed, pulling reports, and reconciling revenue with the finance department.

Major Areas of Responsibility:

Process all donations and administrative payments per below:

- Utilize Raiser's Edge, ImportOMatic, Classy, and Stripe software, as well as third party processing sites, to:
 - Ensure regular, standardized gift data collection, processing and maintenance
 - Handle data entry via manual entry or uploading spreadsheets from various sources
 - Troubleshoot data submission errors
 - Prepare reports as needed
 - Acknowledge gifts in a timely manner
- Perform administrative duties including but not limited to:
 - Scan and deposit check and cash gifts
 - Provide cash receipt logs to finance
 - Maintain digital archives of all check copies and backup, gift spreadsheets uploaded, credit card transactions, and electronic transfers
 - Provide input on a variety of Finance processes such as petty cash reconciliation, reconciliation of bank statements, audits, and credit card transactions
- Provide support to the development department, including:
 - Answering and responding to general inquiries that come via phone
 - Managing returned mail and mailing preferences in the SOPA database as well as the SOI database
 - Manage mailings for the development department, such as holiday card mailings, event invitations, and tax receipt mailings

- Manage awards (plaques and other) for various events and stewardship for SOPA Development

Job Requirements:

- At least 3 years of experience in database management, preferably Raiser's Edge or another donor database
- Ability to learn through self-instruction or online tutorials
- General understanding of Special Events, Fundraising, Donor Stewardship and Accounting
- Ability to manage multiple roles and duties on a daily basis
- Attention to detail and organization
- Ability to maintain positive relationships with coworkers, SOPA leadership, general public, and vendors
- Manages time effectively and efficiently
- Comfort level and ability to work with and partner alongside those with intellectual disabilities
- Understanding of SO Mission and Movement

Application Instructions: Serious applicants should provide a cover letter, resume, and salary requirement.

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.