JOB DESCRIPTION

Position Title | Department | Reports to
---|---|---
Data Coordinator | Foundation | Donor Engagement Manager
Employment Status | FLSA Status | Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time | ☐ Non-Exempt ☒ Exempt | 2-1-21

POSITION SUMMARY
In support of the US Sailing Foundation’s mission to provide key resources to US Sailing for Olympic Sailing, Youth Development, and the growth of the sport, the Data Coordinator ensures donor data hygiene, updated information, and timely, accurate acknowledgements and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Enter, update, and clean data in Raiser’s Edge and Raiser’s Edge NXT databases, including memberships, activities, events, courses, certifications, call reports, gifts, pledges, and demographics
• Run reports and other exports from Raiser’s Edge and Raiser’s Edge NXT databases
• Process all standard acknowledgements, including report generation, proofing, printing, and mailing
• Carry out monthly financial reconciliation between fundraising and finance
• Provide regular reports and other data as requested by Donor Engagement Manager
• Contribute to the professionalism and success of the US Sailing Foundation
• Maintain confidentiality at all times

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)
Database/CRM experience required
Familiar with Raiser’s Edge and Raiser’s Edge NXT a strong plus
Knowledge of MS Office including advanced Word and Excel
Excellent written and verbal communications skills
Incredible attention to detail
Extraordinary confidentiality and integrity
Data entry
Proofreading
Focus
Discipline
Diligence
Ability to work independently

PHYSICAL DEMANDS AND WORK ENVIRONMENT
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift
and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**OTHER**
- Possess good oral and written communications skills.
- Possess the highest integrity and values consistent with those of US Sailing.
- Importance of being a team player: All US Sailing employees are expected to be exceptional team players.
- Growing Membership: Each employee is expected to work together with the Member Engagement Department and assist in growing US Sailing membership.

**NOTE**
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: __________________________ Name (print): __________________________

Title: ___________________________________________ Date: __________________________

Received and accepted by

Signature: __________________________ Name (print): __________________________

Title: ___________________________________________ Date: __________________________

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.