

Donor Database Specialist Job Description

Job Title	Donor Database Specialist	Pay Range	*\$21.00-\$26.00
Reports to	Development Director	Supervision	May oversee database volunteers as assigned by the Development Director
Work Location	Hybrid		
FLSA Status	Hourly, non-exempt	Data Classification	Category IV
Benefits	Full-time classification (assigned to work 30 or more hours per week) – Medical (including Life/AD&D), Dental and Vision insurance and FSA available first of month following 30 days of employment Full & Part-time classification – EAP, 401K and Vacation available after 90 days of employment, Sick leave (1 hour for every 40 hours worked) accessible on 90 th day of employment, and Holiday Pay		

**The above pay range is a guideline. For candidates who meet the qualifications of the job, Care Net of Puget Sound's compensation philosophy is to target the 30th-50th percentile of the range. Multiple factors are taken into consideration to arrive at the final pay rate to be offered. Factors include, but are not limited to, the selected candidates work experience, education, and training as well as internal equity, market and other business considerations.*

Objectives of this position:

The Donor Database Specialist supports the mission of Care Net of Puget Sound by managing Virtuous CRM, maintaining accurate donor and church records, processing gifts, and ensuring timely acknowledgements. This role provides essential data integrity, reporting, and event support that strengthens donor, church, and business relationships.

As a key member of the Development Administrative Team, this position enters all accounts receivable, processes weekly and monthly receipts, prepares acknowledgement letters, and provides regular donation reports to the Development Team, Finance, and the Executive Director. The Donor Database Specialist updates donor and church information, creates mailing lists, and supports communications through accurate segmentation for print and e-communications.

This role also manages reporting dashboards to identify trends, track new and lapsed donors, support cultivation strategies, and maintain development automations that enhance stewardship and retention.

Through excellent data stewardship and reliable development operations, this position ensures every donor is known, thanked, and cared for while furthering the religious mission of Care Net of Puget Sound and promoting the Sanctity of Human Life.

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the Biblical teachings of the sanctity of life, sexual purity and marriage.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and other Care Net of Puget Sound statements and policies related to core ministry principles.
4. A heart for ministry and serving donors, churches, and the community.
5. Experience in database management (Virtuous CRM or similar preferred).
6. Proficiency in Excel and MS Office Suite, including reporting, data queries, and basic formulas.
7. Experience working with data systems, CRM platforms, or administrative databases.
8. Previous nonprofit, development, fundraising, or administrative support experience preferred
9. Strong attention to detail, accuracy, and data integrity.
10. Ability to manage multiple tasks and meet deadlines.

11. Excellent organizational and time-management skills.
12. Strong written and verbal communication skills.
13. Ability to analyze trends, identify new and lapsed donors, and support donor cultivation strategies through reporting.
14. Comfortable learning new technologies, tools, and system automations.
15. Ability to create and maintain clean mailing lists and segmented communication lists.
16. High level of confidentiality and integrity with donor information.
17. Team-oriented, collaborative, and willing to support others as needed.
18. Initiative-taker who enjoys improving systems and processes.

Essential Functions:

1. Database Management
 - a. Enter and update donor and church contact records, ensuring accurate contact information, proper mailing status, and required field entries.
 - b. Ensure data health and integrity by adherence to organizational policies for inactive and dormant contact records and merging duplicate records.
 - c. Run NCOA Address Updater and Wealth Ratings; update databases as needed.
 - d. Help update the database on a case-by-case basis according to information obtained when running other reports or mailings.
 - e. Maintain database structure and ensure data integrity throughout the marketing and campaign framework to support marketing activities and reporting.
2. Donor Gift Entries and Receipting
 - a. Maintain check deposit audit information to safeguard balancing between the duties of Admin, Finance/CPA Group, and the duties of this position.
 - b. Receive check deposit information and enter gifts into donor journal records with proper classification.
 - c. Record all gifts to the ministry into database and ensure accuracy. These can be from mail, event, online, matching programs, and EFT.
 - d. Review all credit card giving and ensure proper classification. May require processing one time and recurring credit card donations.
 - e. Ensure all new Life Stewards are properly classified.
 - f. Review Virtuous Auto Process Reports and follow up with donors on unsuccessful credit card entries.
 - g. Review unsuccessful transactions and follow up with donors for resolution
 - h. Produce weekly, monthly, quarterly, semiannual, and annual receipts, as well as special receipts for QCD/IRA and stock gifts.
 - i. Format client stories into receipts as needed.
 - j. Produce six month and annual receipts spreadsheets for Communications and Marketing.
 - k. Monitor the Administration Email for relevant finance related information (Bloomerang, Virtuous); delegate, answer, or investigate as appropriate
3. Reports & Communication
 - a. Provide weekly donation and giving reports to Executive and Development leadership, including Development Administrative Assistant for donor acknowledgement follow-up (e.g. welcome packages and thank you notes).
 - b. Generate donor receipts as needed monthly, quarterly, and annually.
 - c. Monitor the Administration email box for relevant information and updates related to all organizational databases; delegate, answer or investigate as appropriate.
 - d. Monitor and update email lists and related automations for newsletters and appeals, providing accurate lists to the Communications and Marketing team.

- e. Create and maintain additional email lists as requested.
 - f. Process online transactions, updating the databases with current information. Monitor and reconcile the integration and data flow between the two databases to ensure accurate synchronization and functionality.
4. Special Events Support
- a. Provide reports, lists and information for special events such as fundraising banquets, golf events, donor events, baby bottle campaigns, Sanctity of Human Life Sunday, Year-End Giving and others as needed.
5. Mailings (USPS/Email)
- a. Provide updated mailing lists to Communications & Marketing or third-party media groups (i.e. Teks, Masterworks, etc.)
 - b. Create ad hoc email lists as needed.
6. Meetings & Trainings
- a. Attend Mission Increase Foundation workshops/webinars as assigned.
 - b. Participate in Care Net of Puget Sound staff meetings, retreats and functions.
 - c. Attend development and event/steering committee meetings.
 - d. Perform other duties as assigned by the Development Director or Dev Ops Manager
7. Physical Requirements and Work Environment
- a. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.
 - i. The employee is regularly required to use hands to finger, handle, or feel; talk, hear, taste or smell. The employee is frequently required to sit, stand; walk, reach with hands and arms, and maintain physical balance. The employee is occasionally required to stoop. The employee is rarely required to kneel, crouch or crawl. The employee will regularly lift and or move items up to 10 lbs. The employee will sometimes lift and move up to 30 lbs. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
 - b. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be available to enable individuals with disabilities to perform essential functions.
 - i. The noise level in the work environment is usually moderate; lighting is primarily fluorescent, when working onsite in a shared office with other Development staff.
 - ii. May experience times of high stress during event seasons with increased work hours.
8. Image
- a. As a representative of Care Net of Puget Sound, whether at the Center or on your own time, your actions and appearance will reflect on the ministry. It is important to be mindful of your service to Jesus Christ in all that you do as you reflect Christ to others.
 - b. Take time for spiritual growth and needs.

Care Net Staff members adhere to the mission of Care Net of Puget Sound, its Statements, Operations, and the Policy and Procedures of the organization.

Please click the link below to apply for this position.

[Click Here to Apply](#)