



Position Summary: The National Kidney Foundation of Michigan is looking for a **Part-Time Development Data Coordinator** to work in Ann Arbor, Michigan. This position is a key staff position that will be primarily responsible for supporting the NKFM Development Department's data needs by utilizing several different databases (Raisers Edge, Convio, etc.) while ensuring accurate and timely data is entered.

Job Responsibilities:

- Create queries for specific mailing lists, which would include polishing the list and updating in Donor Database.
- Create and send mailings for all Development events.
- Enter in-kind donations and produce thank you letters for each event.
- Create and maintain registration lists for all Development events, throughout the year. Create spreadsheets for each event.
- Maintain all changes to Donor Database in regard to event participants.
- Answer inquiries via phone or email, regarding setting up walk or team pages in Convio. Troubleshoot and solve issues for walkers, captains, and corporate teams. Pull reports in Convio for each walk.
- Enter donations and walker information into Convio for each walk. Provide expertise and assistance to co-workers and walk teams in the Convio fundraising system.
- Track all soft credits in spreadsheet for each walk.
- Research and update Major Gift prospects in Raisers Edge and provide timely reminders and updates to Major Gifts Officer.
- Coordinate monthly Major Gift meetings and agendas, working closely with Major Gifts Officer.
- Work independently, or as part of a team, as appropriate.
- Support others with the team problem solving process. Prompt others to contribute knowledge and information to assist the team. Encourage the team to remain focused and on track and resolve any interpersonal issues arising that may jeopardize team success.
- Consistently demonstrate and encourage others to act in a businesslike and professional manner. Take extra effort to improve knowledge and skills to be the best in the profession. Adhere to the highest level of professionalism by demonstrating honesty, integrity and maturity.
- Complete tasks on time or ahead of schedule while assisting others on techniques to improve their performance when able.
- Communicate clearly and effectively to others the steps in a process and the importance of following that process. Clearly understand the rationale for why processes must follow certain steps. Identify multiple projects and prioritize them in order to meet required deadlines. Take existing project information and align others effectively within the department to achieve desired results.



National **Kidney** Foundation®

of Michigan

Experience and Educational Requirements:

- Minimum 1-2 years of administrative experience.
- High School Diploma or substantial, proven customer service and administrative experience required.
- Proficient in MS Office, with special emphasis on EXCEL and MS Outlook.
- Occasional evening and/or weekend work required

Preferred Experience:

- Prior experience with Raisers Edge
- Prior volunteer and/or not-for-profit experience a plus.

Email Cover Letter and Resume to: hr@nkfm.org with the subject line “601-Development Data Coordinator”