

## POSITION DESCRIPTION

**JOB TITLE:** Development Coordinator/Database Manager

**STATUS:** Part Time

**REPORTS TO:** Vice President of Development

**DATE POSTED:** January 19, 2021

**START DATE:** Immediate

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### ORGANIZATION

SWHR, a 30-year-old national nonprofit organization based in Washington, DC, is a highly respected thought leader in promoting research on biological sex differences in disease and improving women's health through science, policy and education. Our vision is to make women's health mainstream.

As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments affect women and men differently. SWHR led the way to making women's health a national priority, forever changing how medical research is conducted.

### POSITION SUMMARY

The Society for Women's Health Research (SWHR) seeks a highly motivated candidate to be responsible for maintaining and updating the donor database including data entry and integrity, analysis, and report generation. This position reports to the Vice President of Development.

The Development Coordinator/Database Manager will support development functions to secure funds that support science programs, policy initiatives, education, and communications that further the mission of SWHR. The Manager assists the VP of Development in planning, coordinating, and implementing development projects and activities as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Database Operations

- Perform regular database maintenance, updates, and ensure database is secure, accurate and up-to-date.
- Develop and enforce standards for database and donor records including data entry and procedures, tracking and coding systems.

- Develop and maintain the data structure of attributes, code tables, tracking and code systems.
- Perform regular data integrity auditing and analysis, making recommendations for streamlining processes and undertaking data clean-up projects as appropriate.
- Oversee accurate database information on policy memberships, corporate sponsorships, foundation relationships, donations, prospects and funding requests.
- Oversee system for recording and tracking pledges and gifts; develops and provides reports as required and oversees generation of acknowledgements and monthly financial reports, revenue, and invoices.
- Track Policy Advisory Council membership and prospects.
- Track annual awards dinner sponsorships and tickets.
- Other duties as assigned.

### **Development Programs and Strategy**

- Conduct research to identify new sources of revenue to support science, policy and other functions.
- Manage and updates contact information on foundation, corporate, and individual philanthropy donors and prospects.
- Provide administrative support to the VP of Development.
- Manage assigned development projects and activities as directed.

### **Stewardship of Donors and Sponsors**

- Generate sponsorship, grant and individual gift reports.
- Analyze and report donor statistics.
- Generate thank you letters and acknowledgments.
- Maintain calendar of grants and grant report due dates.

### **Special Event Coordination – Annual Awards Dinner**

- Generate donor and invitation lists for the gala.
- Coordinate and maintain list of seating assignments.
- Track sponsorship and ticket payments.
- Provide onsite assistance at annual awards dinner.
- Maintain VIPs and government officials guest list.
- Track invoicing of sponsorships and ticket sales.
- Ensure all sponsorship, ticket and guest data is entered in the database.
- Generate thank you letters to speakers, MC, and other guests as directed.
- Generate thank you letters to sponsors and ticket purchasers.

### **QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIRED**

- Bachelor's degree required
- **MUST HAVE** three to five years' experience and high level of expertise in managing fundraising donor databases , preference given to expertise in Donor Perfect.



- Knowledge and expertise in Microsoft Office (Excel, Word, Outlook and PowerPoint).
- Ability to establish priorities, work independently, take initiative and proceed without supervision.
- Ability to meet deadlines, multi-task and work under pressure.
- Very well organized, highly accurate, and detailed-oriented.
- Knowledge of fundraising best practices and development operations.
- Knowledge of or passion for women's health, and/or scientific issues a plus.

#### **TO APPLY**

Please submit a cover letter indicating your interest in this position and current resume to [development@swhr.org](mailto:development@swhr.org). Please use the following format for the file name and subject line: "Last Name\_ Development Associate/Database Manager." No phone calls please. Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. This is a part-time salaried position based in downtown Washington, DC. (No relocation available.)