

POSITION DESCRIPTION

JOB TITLE: Development Coordinator/Database Manager
STATUS: Exempt
REPORTS: Vice President of Development
POSTING DATE: July 6, 2021

ORGANIZATION

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. The Society for Women's Health Research (SWHR) led the way to making women's health a national priority, forever changing how medical research is conducted.

SWHR is a 31-year-old education and advocacy nonprofit based in Washington, DC. A highly respected thought leader in promoting research on biological differences in disease, we are dedicated to our mission of promoting research on sex as a biological variable and improving women's health through science, advocacy, and education.

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.
- Oversees accurate database information on policy memberships, corporate sponsorships, foundation relationships, donations, prospects and funding requests.



- Oversees 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

- Conducts research to identify new sources of revenue to support science, policy and other functions.
- Manages and updates contact information on foundation, corporate, and individual philanthropy donors and prospects.
- Provides administrative support to the VP of Development.
- Manages 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

- Generates donor and invitation lists for the gala.
- Coordinate and maintain list of seating assignments.
- Tracks 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.

Development Communications

- Update development-centric SWHR webpages at the direction of the VP, Development and in coordination with the Director, Communications.
- Craft social media posts and collateral relevant to SWHR programming, at the direction of the VP, Development and in coordination with the Director, Communications.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIRED

- Bachelor's degree required
- 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.
- Experience with social media, website updates, and development communications.
- 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, current resume and salary requirements to 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. Excellent medical, dental, vision, and other benefits provided. This is a full-time salaried position based in downtown Washington, DC. (No relocation available.)