



Job Title: Database & Administrative Coordinator
Department: Fund Development
Reports To: Development Director 2

Council Overview

We are Girl Scouts of Orange County. We are 33,000 strong – nearly 20,000 girls and 13,000 adults who believe in the power of every **G.I.R.L.** (Go-getter, Innovator, Risk-taker, Leader)[™] to change the world. As the preeminent leadership development organization for girls, Girl Scouts helps girls of all cultures and backgrounds develop courage, confidence and character to make the world a better place. GSOC is a leader among 112 Girl Scout councils nationally, recognized for its strategic focus, organizational culture, and member retention. Our vision is to provide the best leadership development experiences for all girls in Orange County. And with programs in every OC zip code, we offer every girl opportunities to practice a lifetime of leadership, adventure, and success.

Position Summary

Girl Scouts of Orange County has an outstanding opportunity for a **Database & Administrative Coordinator** to be responsible for both providing administrative support for the Fund Development Department and maintaining the Council's donor database. Ensures accurate and timely data entry, gift receipting, donor recognition and reporting. Prepares a variety of correspondence and materials for donors, members, and the community. Handles confidential and sensitive information, as well as interacts with a diverse group of important external callers and visitors and internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize. Recommends improvements in office and donor management practices and procedures.

Primary Responsibilities

- **Database Coordination:**
 - Enters and updates data on donors and prospects in the Raisers' Edge system. Coordinates and maintains database accuracy and integrity.
 - Administers online giving communications, prepares electronic and printed solicitation and donor communications, and prepares all appropriate receipt and thank you correspondence.
 - Prepares regular and periodic database reports to support fund development activities.
 - Assists with donation accounting and monthly reconciliation.
 - Researches potential donors through various web-based tools.
 - Opens incoming mail and records receipts on the daily donation log.
- **Administration:**
 - Provides support to VP of Fund Development and department colleagues.
 - Schedules meetings, answers phones, prepares correspondence, and coordinates meeting materials.
 - Responsible for record keeping, coordination of meetings, and obtaining supplies.
 - Works with the Development team to plan and implement donor cultivation, fundraising, and recognition events, including event logistics and attendee follow up.
 - Manages promotional cookie allocation.
 - Processes invoices and expense reports.

- Organizes projects and tasks.
- Additional responsibilities and special projects as assigned.

Qualifications

- 3+ years of administrative experience, preferably within a nonprofit environment.
- 2+ years of experience with donor or customer database systems, including data entry and reporting. Experience using Raisers' Edge is highly desired.
- Excellent computer skills, including strong proficiency in MS Word, Excel, PowerPoint and Outlook.
- Strong administrative and organization skills.
- Requires continual attention to detail in data entry, typing, preparing correspondence, proofreading, reporting, and reconciling.
- Must have good interpersonal and communications skills to handle sensitive and confidential situations. Excellent customer service skills with ability to interact with tact and diplomacy.
- Excellent time management skills with ability to balance multiple priorities and be responsive to changing business demands.
- Willingness to accept and promote the beliefs and principles of the Girl Scout Movement.
- Licensed and insured California driver; must be able to pass background screening including driving.

GSOC is proud to be an equal opportunity employer. GSOC is committed to a process of diversity and inclusion.

Apply Online at: www.girlscoutsoc.org/en/gsoc/employment.html