



TITLE: Coordinator, Donor Database & Gift Administration, SRJC Foundation

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Reporting to the Executive Director of the Santa Rosa Junior College Foundation, the Coordinator, Donor Database & Gift Administration plays a central role in advancing the mission of the Foundation by overseeing the systems, processes, and operational functions that support effective fundraising and stewardship. This position is responsible for the integrity, management, and strategic use of the Foundation's donor database, ensuring accurate gift processing, compliance with regulatory and audit standards, and timely reporting to inform decision-making. The Coordinator, Donor Database & Gift Administration also supports broader Foundation functions, contributing to organizational effectiveness across areas such as donor stewardship, financial reconciliation, event support, and board-related activities. The role works collaboratively across departments to streamline processes, improve efficiency, and ensure a high standard of service for donors, staff, and community partners.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Receives, codes, processes, records, deposits and acknowledges all gifts and non-gifts to the SRJC Foundation such as credit card, checks, estate gifts, District department transfers, pledges, in-kind donations, and event registrations in line with audit and IRS compliance.
2. Develops and manages systems and procedures for gift and data processing to ensure uniformity and accurate recording and retrieval of information.
3. Maintains and updates donor and other constituent records to accurately track the Foundation's relationship with the constituent.
4. Creates fundraising and marketing outreach data and emails lists for Foundation staff, District departments, and event support and transfers secure data to third-party bonded mail house.
5. Produces, edits and proofs the Foundation Annual Report donors lists such as the Honor Roll of Donors, Randolph Newman Legacy Society, and President's Circle.
6. Generates donor and gift reports, detailed data segments, and required institutional reports, including the annual Voluntary Support of Education (VSE) survey, to support donor identification, cultivation, and benchmarking.
7. Prepares financial reports, including annual endowment reports and budget-to-actual reports for fundraising events; assists with the preparation of the annual IRS Form 990; and supports the Foundation's accountant with monthly and annual reconciliation of gifts and funds to ensure accuracy and compliance.
8. Manages donor pledge tracking and stewardship, including preparing and distributing monthly pledge reminders, reconciling pledge balances quarterly, and producing year-end summaries and communications related to voluntary payroll deductions.
9. Creates new scholarship, endowed, custodial and program funds in donor database.
10. Manages Foundation and District special and fundraising event procedures, such as ticket sales, sponsorships, auction donations, raffle tracking, attendance numbers, and other event processes with adherence to IRS/990 guidelines.

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KEY DUTIES AND RESPONSIBILITIES – Continued

11. Supports the online credit card processing platform by creating, updating, and maintaining fundraising and event pages.
12. Tracks and reports donations to the appropriate District administrator and ensures timely notification to designated family representatives for memorial and honor gifts.
13. Provides donor relations services for District staff regarding fund details.
14. Maintains knowledge and competence in the areas of the Foundation scholarship and instructional programs.
15. Supports Foundation business management duties including purchasing for Foundation operations.

KNOWLEDGE & ABILITIES:

1. Significant Raiser's Edge or similar fundraising database experience
2. Understanding of financial coding systems
3. Ability to perform complex database queries, handle a large volume of data entry with a high level of attention to detail.
4. Ability to generate and create multi-layered reports, sophisticated data segmentations, and mail merges.
5. High degree of proficiency with PC platform, word processing, and Excel spreadsheets.
6. Excellent spoken and written English language and proofreading skills.
7. Excellent interpersonal skills and ability to handle situations with tact and diplomacy.
8. Ability to maintain confidentiality.
9. Ability to multi-task, work under pressure and meet deadlines.
10. Demonstrate initiative and follow-through.
11. Ability to work well independently and as part of a team.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree or equivalent background/experience.

EXPERIENCE:

- Three years advanced fundraising database experience
- At least four years work experience in a fundraising/development office environment
- Experience working in a higher education setting preferred.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).