January 2022

**National Health Care for the Homeless Council**

**Position Description**

**Job Title: Advancement/Database Coordinator**

**FLSA Status: Non-exempt**

**Reports to: Senior Director of Advancement**

**Job Summary**

Under the supervision of the Senior Director of Advancement, this individual maintains the donor and membership database, manages fundraising lists of individuals, corporations and foundations, and provides a range of administrative services in the areas of philanthropy and member relations. This individual deals with confidential information, runs a variety of reports, creates queries, maintains lists, tracks charitable gifts and private grants, assists with special projects as needed, and provides general administrative support.

**Donor and Member Services**

* Maintains database records for fundraising and membership (Neon or familiarity with fundraising databases)
* Provides special content as needed for donor acknowledgements
* Coordinates communication between Advancement, prospects and donors
* Coordinates with Administration on database queries
* Prepares corporate and foundation support applications and correspondence
* Prepares and distributes packages for membership marketing and new and renewing membership packets
* Sends Annual Renewal Notices regarding Membership Dues and Tracks membership dues
* Maintains donor calendar
* Coordinates media calendars

**Administrative Support**

* Coordinates the calendar for media appointments and speaking events, arranges off-site meetings and coordinates travel schedules for philanthropic activities
* Responds to queries related to Advancement
* Provides administrative assistance for NHCHC (National Health Care for the Homeless Council) and NIMRC (National Institute of Medical Respite Care)
* Assists with Corporate Affiliate outreach and correspondence
* Coordinates fundraising-related materials for securing special event exhibitors and sponsors
* Maintain prospect list of Exhibitors and Sponsors for National Conference; send Prospectus to prospects; communicate with Admin team to initiate invoice
* Basic website updating assistance (training provided)
* Provides other administrative duties as requested

**Education, Experience and Skills**

* College degree or commensurate experience
* Strong attention to detail
* Strong written, oral and proofreading skills
* Intermediate knowledge of Microsoft Office Word, Excel and Outlook
* Ability to operate office equipment (including photocopier, fax, telephone, and personal computer)
* Basic knowledge of bookkeeping (preferred but not required)
* Knowledge of Neon database or other databases (willingness to be trained)
* Ability to maintain confidential information concerning financial commitments of individual donors, corporations, and foundations
* Strong organizational skills that reflect the ability to work well with multiple teams and projects inside and outside the Council

**Personal Requirements**

* Be personally supportive of the stated mission and values of the Council
* High degree of personal organization
* Punctual and reliable
* Self-motivated and able to work with minimal supervision
* Exceptional human relations skills with individuals, corporate givers and foundation representatives
* Commitment to a collaborative team approach to tasks
* Ability to adapt adhere to deadlines
* Strong interest in developing new skills and capabilities

**Physical Requirements**

* Able to lift 20 pounds

**Workplace Culture**

* The National Health Care for the Homeless Council is an equal opportunity employer. We celebrate the varied attributes, characteristics and perspectives that make each person is unique and we believe that fostering a culture of inclusion is essential to Council excellence. We promote an environment of respect, communication and understanding while actively seeking opportunities to learn about and foster practices that further facilitate equity. The Council does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, gender or identification), national origin, political affiliation, sexual orientation, marital state, disability, genetic information, age, parental status, military service or other non-merit factor.

**Salary**

* The established salary for the position is mid-40s (depending on qualifications and experience) for a 37.5 hour workweek.

**Remote**

* Working remotely may be possible for this position.

**Response**

* Candidates are required to submit a **cover letter and resume** to Dott Freeman, Senior Director of Advancement ([dfreeman@nhchc.org](mailto:dfreeman@nhchc.org)). Applications received by January 28, 2022 will receive priority consideration.