

**VANCOUVER ART GALLERY ASSOCIATION**  
**FULL-TIME POSITION AVAILABLE**

**DEVELOPMENT COORDINATOR - DATABASE**

**DUTIES:**

Reporting to the Director of Development, the Development Coordinator – Database manages all aspects of the Development database including data entry, data administration and maintenance and data integrity with particular attention to the recording of funds received and the technical requirements of tax receipting. In support of various development initiatives and membership activities, the position monitors database use and performs database activities, including but not limited to:

- Recording all gifts, pledges and event or appeal-related donations in Raiser's Edge,
- Generating donor tax receipts and acknowledgement correspondence,
- Producing financial reports as required,
- Supporting fundraising initiatives, appeals, proposals and events,
- Recording and tracking proposals and solicitations,
- Generating mailings and matching invoices generated to the accounting system relating to donor campaigns, events and initiatives,
- Generation of statistical reports and queries,
- Ensuring database consistency, integrity and that all changes and errors are corrected, as needed,
- Perform a monthly reconciliation activities with the Gallery's finance team with assistance from the Stewardship Officer,
- Managing the Gallery's direct mail appeals,
- Providing additional support and training as needed to other staff members utilizing the Raiser's Edge software.

**QUALIFICATIONS:**

University graduation in a related field plus three to five years experience in data administration in a non-profit fundraising environment with responsibilities for maintaining the fundraising database, overseeing the tax receipting process, and setting up processes and designing queries to generate development information. Working knowledge of administrative procedures associated with fundraising practices including direct mail applications and prospect research. Demonstrated knowledge of fundraising database management systems. Particularly Raiser's Edge, including applications for donor, membership and sponsorship components. Working knowledge of the techniques used in coordinating projects and special events including organizational requirements, budget parameters. Competence and creativity in prospect and donor research including a strong understanding of the Internet. Demonstrated ability to supervise staff engaged in database activities. Ability to work with department staff to troubleshoot problems and develop solutions. Effective oral and written communication, interpersonal, and organizational skills. Effective project

and time management skills. Ability to exercise sound judgment and discretion in handling confidential matters.

**SALARY:** Pay Grade 19, Step 1 \$23.93 – Step 5 \$27.90 per hour.

**HOURS:** 70 Hours Bi-Weekly

Please submit your resume by Friday, November 2, 2018 to Debra Nesbitt, Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC, V6Z 2H7, Fax: 604-682-1086 or email [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca).

*We thank all applicants for their interest; however, only those short-listed will be contacted.*

Vancouver Art Gallery is committed to inclusivity, diversity, equity, and accessibility in reflecting and respecting the local and international community it serves.