

National Merit Scholarship Corporation



Fundraising Database Coordinator

Organization Description:

National Merit Scholarship Corporation is a well-respected and nationally recognized not-for-profit corporation that conducts scholarship programs for identifying and honoring academically talented U.S. high school students who have exceptional abilities and show great promise for future academic success. In very keen competitions, students are awarded scholarships worth more than \$40 million annually which are administered by the corporation. All scholarships are privately financed by some 400 corporations, company foundations, professional groups, universities, colleges, and the corporation's own funds. Since the corporation's establishment in 1955, more than \$1.8 billion has been granted for college undergraduate scholarships for approximately 466,000 students. Headquartered on Chicago's North Shore, National Merit Scholarship Corporation employs 35 full-time employees.

Job Description:

National Merit Scholarship Corporation is seeking a professional who will report directly to the Executive Director of Fundraising. This individual will be responsible for constituent research, data organization and segmenting, donor acknowledgement, and reporting on gifts/donations. As part of a small team that covers the entire United States, this individual must be comfortable communicating with a variety of contacts including Scholars and corporate and foundation executives. This individual must have a strong work ethic, solid communication skills (both oral and written), and be self-motivated, well-organized, and work well both independently and with others in teams. The ideal candidate should have at least three years of practical related database experience.

Position Responsibilities:

- Maintain and manage central donor database using Salesforce, including all aspects of donor information, research, queries, and production of reports
- Plan, manage, and implement processes to effectively accept, receive, and acknowledge gifts/donations, working in conjunction with the Finance department to ensure proper accounting and reporting

- Plan, manage, and coordinate pledge fulfillment implementation working as the liaison between the Fundraising department and the Finance department
- Plan, coordinate, and manage donor recognition programs and activities designated to increase awareness and support corporate goals and objectives
- Coordinate with the Executive Director of Fundraising and the Finance department to create and implement organizational Gift Acceptance Policies
- Maintain accurate records in the constituent database regarding all acknowledgement and recognition programs
- Create, send, and track acknowledgment/thank you letters, ensure pledge reminders are sent according to donor's wishes, and coordinate end of year tax documents with the Finance department
- Create and distribute detailed summary pledge reports on a monthly basis for fundraising campaign leadership
- Work closely with management to track and improve donor communications
- Coordinate with internal staff regarding the management of the Salesforce database including Scholar events, internal and external awards, and recognitions, career updates, etc.
- Ensure major donors are included in appropriate events and are recognized for their service, participation, and generosity
- Collaborate with vendors, internal staff, and others as needed
- In consultation with internal staff, plan, manage and implement policies and procedures related to the use of the donor database, electronic and paper files, as well as any other donor data
- Coordinate the assignment of prospective donors to internal staff, Fundraising Campaign Committee, Board of Directors, and other campaign volunteers
- Inform fundraising campaign leadership of important milestones and information regarding major donors (i.e., birthdays, anniversaries, special accomplishments, etc.) in connection with cultivation and gift/donation solicitation activity
- Engage in prospect research activities
- Work directly with other internal departments to enhance prospecting efforts
- Extensive use of a customized database in addition to standard PC applications
- Recommend and help implement procedural improvements/efficiencies
- Perform general administrative duties; including data input, correspondence, proofing documents, etc.
- Various other duties as assigned by the Executive Director of Fundraising, President, other officers, and upper management of the corporation

Requirements/Desired Skills:

- Bachelor's degree, required; advanced degrees/certifications preferred
- Must have strong database experience including building custom reports ensuring accurate high quality data
- Must have a demonstrated record of success in prospect research supporting major gift efforts in asking for and closing major donations for not-for-profits
- Must have excellent written and verbal communication skills
- Must have strong project management and organizational skills
- Must have familiarity with philanthropic and fundraising best practices

- Must be a collaborative team player who enjoys working with others
- Thorough knowledge and experience working with Word, Excel, and Adobe Acrobat required
- Experience with Customer Relationship Management (CRM) software, preferably Salesforce or another well-known not-for-profit industry constituent database
- The training for this position will be on the job and provided by the Executive Director of Fundraising, upper management, and other corporate professionals, including guidance from an outside fundraising consulting firm

Other Attributes:

Detailed oriented; professional in demeanor and presentation; commitment to academic excellence; business-like communicator familiar with structured environments and deadlines; ability to effectively present ideas in detail; strong commitment to the highest ethical business practices

Benefits:

National Merit Scholarship Corporation provides excellent benefits including a corporate-sponsored health care plan, Paid Time Off (PTO), flexible spending accounts (health care, dependent care and transportation), and a very lucrative retirement plan.