



## DATABASE COORDINATOR

### POSITION OVERVIEW

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Community Shares of Colorado is seeking a reliable and motivated individual to provide administrative and operations support, data administration and information management. The Database Coordinator is responsible for data entry, management, and maintenance on several platforms, including but not limited to NeonCRM, Survey Monkey Apply, Constant Contact, and Community Shares' proprietary workplace giving platform, ElevateGive. The Database Coordinator will play a key role in the generation of reports, building forms and applications, troubleshooting, coordinating with ElevateGive's web developers and third-party vendors.

### COMMUNITY SHARES OVERVIEW

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Community Shares is Colorado's Community Giving Fund. For more than 30 years, we have connected Coloradans to the charities and causes they care about most through community giving and workplace engagement programs. Our annual Community Giving Campaign reaches more than 250,000 employees across the state, encouraging them to give more than \$2 million annually to nonprofits in our community. We democratize philanthropy so it reflects our vital and vibrant community - both who is giving and where those dollars are designated. We inspire accessible, meaningful, and transformational philanthropy through small dollar recurring giving options like payroll contributions. Community Shares connects individuals, nonprofits, and employers in a shared vision of progress; together we are building and investing in a more socially just Colorado. One dollar at a time, one donor at a time, we have collected more than \$45 million for local investment in Colorado nonprofits.

### CORE RESPONSIBILITIES:

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- Database management including data entry, processing donor acknowledgements, overseeing data imports and exports, and producing customized reports.
- Support creation of annual giving campaigns for worksites in ElevateGive and supporting the Social Impact team in managing data flows through the platform.
- Following and developing policies and procedures related to information management and data integrity.
- Building forms and applications in online platforms in support of organizational projects.
- Constituent relations management including contact data management flow across multiple software platforms.
- Adherence to high standards for donor privacy and confidentiality.
- Technology and database maintenance and implementation.
- Coordination with third-party vendors to ensure smooth operation of database systems and on-line platforms.

### WE SEEK THE FOLLOWING TALENTS

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- Commitment to task completion and accuracy.
- Strong desire to learn and contribute in an hybrid office environment.
- Team player with a positive attitude.
- Commitment to high-quality customer service.
- Enthusiasm and commitment to the mission, vision, and values of Community Shares.
- Appreciation for the importance of effective, accurate, and detailed administration of information
- Ability to quickly adapt to new technology.

- Capability to track multiple activities at once, manage time effectively to accomplish goals and meet deadlines.
- Self-directed, needing minimal supervision to maintain accountability for projects, high expectations for personal quality of work.

## PREFERRED SKILLS, KNOWLEDGE AND EXPERIENCE:

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- Experience using databases.
- Two to three years of demonstrated professional experience with progressive responsibilities year over year.
- Microsoft Office proficiency including Excel and Access
- Experience maintaining and implementing software systems.
- A proven track record of exceptional customer service.
- Demonstrated clear and concise communication skills.

## COMPENSATION

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Starting salary of \$49,000 to \$53,000. This is a salaried, non-exempt, full-time position. The Database Coordinator may be required to staff events outside of office hours. Community Shares' benefits package includes 100% employer paid health, dental and vision insurance; paid vacation, sick and holiday leave; a positive working environment with many amenities; paid volunteer days; and access to several additional benefits and services.

## APPLICATION PROCEDURE

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Please email a resume and cover letter specifically addressing your interest in the Database Coordinator position to [jobs@cshares.org](mailto:jobs@cshares.org) with the subject "[Your Name] Database Coordinator." The cover letter may be addressed to Sarah Maxwell, Director of Operations and Information Systems. Candidates will be interviewed as applications are received with the goal of a mid-January start date.

*Community Shares of Colorado does not discriminate against individuals on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation, gender expression, marital status, military status, veteran status, physical or mental disability or any other unlawful basis in the administration of services, employment, volunteers, membership or leadership. Community Shares of Colorado provides equal employment opportunities to all individuals based on qualifications related to the position and the ability to perform the job.*