



Family Building Blocks

GIFT & DATA COORDINATOR

OPEN UNTIL FILLED

CLASSIFICATION: Non Exempt

WORK SCHEDULE: Regular, FT/40 hr/wk, M-F

SALARY: TBD

LOCATION: Chelsea's Place, 2425 Lancaster St. NE, Salem, OR 97305

PRIMARY PURPOSE

The Gift & Data Coordinator is responsible for processing all donations and supporting Family Building Blocks' development activities by promptly acknowledging gifts, generating reports, and ensuring the accuracy of database information. The Gift & Data Coordinator assists with stewardship of monthly donors.

MINIMUM EDUCATION AND EXPERIENCE

- Associates Degree in business, computers, or related field
- Prior experience with development databases; specifically, Raisers Edge
- Two years' experience performing detailed related work with extreme emphasis on accuracy in data entry

PREFERRED EDUCATION AND EXPERIENCE

- Four or more years' experience in the non-profit field

HOW TO APPLY

Please provide questions, resume, cover letter, and education documents to htorres@familybuildingblocks.org.

Employment offer is contingent upon completion of a Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.