



Position Title: Donor Database Administrator	Employment Status: Part Time (24-30 hours/week)
Department: Development	FLSA Classification: Non-Exempt
Reports To: Chief Development Officer	Supervises: N/A
Wage: \$32-\$38/hour Depending on Experience	

Position Summary:

The Donor Database Administrator is responsible for the integrity, accuracy, and strategic administration of Fort Collins Habitat for Humanity's donor database and gift processing systems. This behind-the-scenes position serves as the organization's Raiser's Edge NXT expert, ensuring every gift is processed accurately, every donor is acknowledged promptly, and the Development Team has reliable information to build meaningful donor relationships.

Working collaboratively with the Development and Finance teams, this position oversees gift processing, database administration, donor acknowledgements, reporting, and fundraising systems while maintaining the highest standards of data integrity and donor confidentiality. The Donor Database Administrator also manages data exchange with Habitat for Humanity International's Collaborative Fundraising program and oversees Habitat's AI Donor Relations Assistant ("Val") to support efficient, consistent donor stewardship.

This role is ideal for someone who enjoys creating order, improving systems, and supporting fundraising success through exceptional database management and operational excellence.

Essential Duties and Major Responsibilities:

Database Administration

- Serve as the primary administrator for Raiser's Edge NXT.
- Maintain the integrity, accuracy, and security of all constituent records.
- Establish and maintain database standards, procedures, and documentation.



- Create and manage campaigns, funds, appeals, attributes, queries, and constituent codes.
- Perform routine data audits and resolve duplicate or incomplete records.
- Import and export constituent and gift data as needed.
- Create reports, dashboards, mailing lists, and data exports to support fundraising initiatives.
- Build standardized report templates that empower Development staff to access data independently.
- Train Development staff on database best practices and promote consistent data entry standards.
- Recommend improvements to database functionality and fundraising workflows.

Gift Processing and Donor Services

- Process and record all charitable contributions accurately and timely, including cash, checks, online gifts, donor-advised funds, stock gifts, pledges, matching gifts, tribute gifts, and recurring gifts.
- Generate and distribute tax acknowledgements and donor thank-you letters in accordance with organizational standards.
- Coordinate weekly gift acknowledgements and donor recognition.
- Prepare year-end giving statements for donors.
- Resolve gift corrections, adjustments, and donor inquiries related to contributions.
- Ensure donor recognition records remain accurate across all platforms.

Fundraising Systems and Reporting

- Manage all data exchange associated with Habitat for Humanity International's Collaborative Fundraising partnership.
- Oversee administration and quality assurance of Habitat's AI Donor Relations Assistant ("Val") to ensure accurate donor information, acknowledgements, and reporting.
- Produce recurring and ad hoc reports for Development, Finance, Leadership, and the Board of Directors.
- Develop KPI dashboards and fundraising reports that support departmental decision-making.
- Support campaign setup and reporting within Raiser's Edge NXT.
- Assist with donor segmentation, mailing lists, and prospect reporting.



Financial Reconciliation and Cross-Department Collaboration

- Partner with the Finance Department to reconcile charitable contributions and ensure financial accuracy.
- Support audit preparation by maintaining complete and accurate donor records.
- Collaborate with Communications and Development staff to ensure donor data supports stewardship, campaigns, and recognition initiatives.
- Provide exceptional internal customer service to Development staff by serving as the primary resource for donor data and reporting.

Other Duties

- Maintain the confidentiality of donor and organizational information.
- Stay current on Raiser's Edge NXT enhancements and fundraising database best practices.
- Support additional Development initiatives and special projects as assigned.

Basic Qualifications

- Two to three years of experience administering a donor database or CRM system.
- Experience processing charitable gifts and maintaining donor records.
- Experience generating reports and analyzing fundraising data.
- Strong attention to detail with a demonstrated commitment to data accuracy.
- Ability to maintain confidentiality while managing sensitive donor information.
- Ability to safely navigate an active construction site.

Additional Qualifications:

- Highly organized with exceptional attention to detail.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Demonstrated ability to manage multiple priorities while meeting deadlines.
- Ability to work independently and collaboratively across departments.
- Commitment to continuous process improvement and operational excellence.

Preferred Qualifications:



- Experience with Blackbaud Raiser's Edge NXT.
- Experience working within a nonprofit fundraising environment.
- Familiarity with donor-advised funds, stock gifts, and charitable gift processing.
- Experience with fundraising reporting, dashboards, and KPI tracking.
- Experience using AI tools to support fundraising operations is a plus.

Employment Status: Part-Time (approximately 24–30 hours/week); Non-Exempt

Salary Range: \$32-\$38 per hour, commensurate with experience.

Please submit resume and a cover letter to Mara Johnson at mjohnson@fortcollinshabitat.org. No phone calls, please.

An Equal Opportunity Employer, Fort Collins Habitat for Humanity does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We intend to find the best candidate for the job, and that candidate may come from a less traditional background. Habitat may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.

About Fort Collins Habitat for Humanity

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of



Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.
4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.

About Fort Collins, Colorado

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on.

This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>

<http://downtownfortcollins.com/>

<http://www.fortcollinschamber.com/>