



**TOWER CANCER RESEARCH FOUNDATION (TOWER)  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Development and Database Specialist
<b>REPORTS TO:</b>	Director of Special Events
<b>ORIGINATION DATE:</b>	10/27/2020
<b>REVISION DATE:</b>	
<b>CLASSIFICATION:</b>	Full Time (40 hours/week)

**POSITION SCOPE:**

The Development and Database Specialist provides administrative support for fundraising activities which may involve donor cultivation, gift acknowledgment, special events, donor solicitation and database (Raiser’s Edge) administration. The position represents the foundation with various internal and external constituencies and assists with fundraising projects. Raiser’s Edge or other CRM experience required.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for donor database data input efforts, including gift entry, constituent record updates and all other updates and data hygiene
- Processes accurate and timely gift acknowledgement letters, including for all fundraising efforts, as well as other donor communication materials as needed
- Pulls mailing lists and reports from donor database
- Assists with all fundraising events, especially in relation to pre-event mailings
- Responds to inquiries from donors in a timely manner
- Interfaces and receives work assignments directly from all levels of the foundation on development and event planning
- Consistently maintains high ethical standards
- Undertakes other duties as assigned

**PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION**

- Bachelor’s degree in related discipline
- 2-3-years minimum work-related experience required
- Experience with Raiser’s Edge or similar donor database
- Demonstrated computer skills including, Microsoft Excel, Word, and PowerPoint
- Excellent written and verbal English communication skills
- Experience with Canva or other graphic design software preferred
- Excellent self-management skills and multi-tasking skills
- Ability to use in-depth knowledge of concepts, practices and procedures in varied situations
- Must be willing to work in an empowering environment and must understand and support the concepts of teamwork, self-direction and high-performance
- Strong work ethic

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Ability to function in high-pressure situations
- Manual dexterity to operate computer
- Correctable vision and hearing
- Excellent interpersonal skills
- Ability to sit for prolonged periods in front of computer
- Ability to move about in an office environment
- Clear, easy to understand speaking voice

**Benefits**

Tower Cancer Research Foundation offers a competitive benefits package (medical, vision, dental, paid time off etc.) and salary commensurate with experience.

*I understand that this job description is not intended to be all-inclusive and the employee will be expected to perform other reasonably related business duties as assigned by immediate supervisor and other management.*

*Tower reserves the right to revise or change duties as the need arises. This job description neither constitutes a written or implied contract, nor does it alter the at-will relationship between the employee and Tower.*