



JOB TITLE: Accounting & Database Coordinator

Reports to: Controller
Status: Exempt, Full-Time
Location: Evanston, IL

POSITION SUMMARY

The Accounting & Database Coordinator will support donor relationships by ensuring prompt and accurate donor gift processing. The Coordinator is also responsible for maintaining the integrity of the records in the Raiser's Edge database. Alpha Phi Foundation is comprised of a small and dynamic team, and to ensure organization success, the Accounting & Database Coordinator must have strong working relationships with every staff member.

RESPONSIBILITIES AND DUTIES

Accounting:

- Process donations and pledges according to Alpha Phi policies and procedures, ensuring that donor request is 100% accurate
- Process recurring gifts on monthly basis
- Prepare and mail pledge reminder letters on a monthly basis
- Balance & review daily receipts received via mail and sort and prepare lockbox deposits for courier pickup
- Reconcile imports from 3rd party financial systems

Database management:

- Stay abreast of updates to Raiser's Edge NXT
- Responsible for integration of membership data from Fraternity membership system
- Develop new database queries/reports as requested, working with the requestor to ensure understanding of desired output (e.g. mailing lists, analysis of fundraising results, profile of the database)
- Manage data hygiene from 3rd party systems

EDUCATION & QUALIFICATIONS

The Accounting & Database Coordinator will be a highly motivated self-starter. An ideal candidate for this position will possess the following qualities and attributes:

- Exceptional interpersonal skills and a commitment to representing Alpha Phi Foundation with enthusiasm, warmth and professionalism
- College degree or equivalent experience in related field (i.e. data entry, accounting)
- Experience with Raiser's Edge desired, but not essential (training will be provided)
- Outstanding written and oral communication skills
- Ability to organize data and generate reports quickly and accurately
- Ability to work both collaboratively and independently to best serve the needs of a project
- Capacity to multitask and manage multiple projects and assignments
- Experience with Microsoft products

HOW TO APPLY

To apply for this opportunity, visit the Careers page at www.alphaphifoundation.org/careers. Alpha Phi Foundation is an Equal Opportunity Employer.

About Alpha Phi Foundation

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five vital areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. For more information visit www.alphaphifoundation.org