



Company Information:

Henry Mayo is a 238-bed, not-for-profit community hospital and trauma center and we provide a wide range of care through a number of services: a popular maternity department, lactation support, and childbirth education program, highly respected community hospital cancer program, advanced primary stroke center, spine and joint program, an acute rehab unit which helps individuals regain their independence, growing cardiovascular services, outpatient wound care services, highly attentive physical and occupational therapies, and a wide range of inpatient and outpatient surgical services.

Data Coordinator (Raiser's Edge)

Job Summary:

The Data Coordinator is responsible for utilizing various web tools for donor research and analysis; using the latest technology in fundraising management systems, Raiser's Edge, provides database maintenance, donor tracking and reporting, data analysis, exporting and importing donor data, creating queries and providing staff training.

Licensure and Certification:

Certified Raiser's Edge training desired.

Education:

Bachelor's degree in Business or related field, or IT required

Experience:

- Three (3) years documented experience in database management.
- Fund raising database management experience with Raiser's Edge is very strongly preferred.
- Minimum 3 years' experience in Database software management (with documented experience) to include high aptitude and insight for computer software and produce results with minimal supervision.

Knowledge and Skills:

- Excellent computer skills with a strong background in Excel, Word and Access required.
- A "self-starter" who will look for ways to improve and expand the Foundation's research abilities.

Send resume and cover letter via email to:
Patrice Watson, Recruiter | Human Resources
watsonp@henrymayo.com