Background
We are Colorado Horse Rescue, a 501(c)(3) nonprofit organization working continuously to reimagine what’s possible and create a reality where safe solutions exist for every horse. We are advocates and strategists. Thinkers and doers. A passionate team with full hearts, helping hands and the vision to rescue horses in Colorado and beyond. For more information about CHR’s programs, services, and activities, visit www.chr.org.

Primary Role
As an enthusiastic Database & Stewardship Coordinator you will help develop and maintain relationships with donors and our larger CHR community. As a key part of the Development team, you will be an integral part of furthering our mission by tracking and achieving higher donor engagement and supporting fundraising activities. Our ideal candidate must have excellent interpersonal communication skills and be detail-oriented with strong data management acumen. Ultimately, you will ensure CHR’s community engagement efforts help us achieve our immediate and long-term goals as an impact organization.

The Database & Stewardship Coordinator will uphold the integrity and health of donor data in support of organizational accountability, engagement, and stewardship. You will respond regularly to donor inquiries and hold primary responsibility for the customer relationship management system (CRM). You will serve as the database expert to include data integrity, maintenance, reporting, troubleshooting, and field customization. You will provide data input and reporting assistance to the entire development team in support of fundraising goals while promoting adherence to industry standard best practices for charitable contributions.

You will work closely with the Director of Development to manage all elements of the donation receipting and acknowledgement process, generating strong and personal acknowledgements of gifts to donors and granting agencies. From supporting grant writing efforts to organizing communication materials, and tracking the progress of fundraising campaigns, our Database & Stewardship Coordinator will help CHR maintain records and communicate with all constituents.

Core Responsibilities

- Manage all elements of the donation accounting and acknowledgement process within the CRM, including gift entry, receipts, and annual tax statements. Generate and track strong and personal acknowledgements of gifts to donors and granting agencies.
- Deliver exceptional donor relations and stewardship activities, including but not limited to handwritten notes, phone calls, and tours.
- Manage and report on all aspects of the donor database. This includes maintaining all records of constituent engagement with the organization, daily imports, reporting metrics, analyzing trends, and generating and managing multiple complex lists.
- Create on-demand customized reports, including but not limited to donor segmentation, mailing lists, demographic data, financial donation data, and prospect data for a wide variety of marketing, communication, and donation solicitation projects.
- Conduct ongoing training of staff in the basics of interacting with the donor database specifically for their role.
- Work closely with accounting to provide necessary gift coding information and reconcile monthly revenue reports.
- Assist in coordinating special events and provide administrative support as needed.
Common CHR Team Responsibilities

All CHR team members have these common responsibilities:

- Understand and incorporate CHR’s mission, goals, and brand in all outreach
- Effectively represent CHR to relevant partners and the community to increase awareness, referrals, and contributions
- Serve as an advocate for CHR before stakeholders, partners, and the general public
- Understand the current needs of CHR programs and seek to meet those needs by securing resources and partnerships with other agencies, nonprofits and community partners

Requirements

A successful Database & Stewardship Coordinator is a strong problem-solver and detail-oriented individual with above-average organizational, verbal and written communication skills. This individual should work naturally within a team environment as well as possess the ability to work with little supervision.

- Commitment to the goals, values, and mission of Colorado Horse Rescue
- Proven development database experience and knowledge of fundraising
- Familiarity with basic gift accounting principles, relevant IRS rulings, and charitable gift guidelines
- Experience with relationship management database tools such Raiser’s Edge, Salesforce, or equivalent
- Understanding of professional fundraising ethics and codes of conduct
- Ability to maintain privacy and confidentiality of constituent information
- Strong interpersonal skills with the ability to work collaboratively across all levels
- Excellent verbal and written communication skills
- Technically skilled with Microsoft Office suite, specifically MS Excel
- Ability to integrate expressed needs and feedback into processes and adapt systems to generate relevant and needed information
- Exceptional organizational skills, attention to detail, ability to identify and rectify errors
- Self-motivated and pro-active in setting and foreseeing deadlines for completing tasks and projects
- Bachelor’s degree desired or equivalent experience

Salary and Benefits

The Database & Stewardship Coordinator position is 40 hours a week. One weekend day may be mandatory at times. This is a nonexempt position with a calculated salary range of $34,000 to $37,000 commiserate with experience. CHR offers full-time employees health, dental and vision insurance. We also encourage employees to participate in our matching simple IRA program. CHR’s flexible vacation policy allows employees to take as much leave as they need. Employees need time to rest and enjoy themselves outside work. Eliminating the cap on this important personal time helps our effort to achieve high levels of team satisfaction and productivity.
Work Environment

Comfortable working in an office setting and remotely through engaging in video conference communications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The qualified employee will interact with staff, consultants, and outside vendors, therefore he/she may be subjected to interruptions throughout the workday. The position will require some flexible hours, in addition to local and national travel (approximately 15%).

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the ability to sit for sustained periods of time. The vision requirement includes close vision.

EEO Statement

At Colorado Horse Rescue, we don’t just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. CHR is proud to be an equal opportunity workplace. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Application Process

Let us know you are interested in this position by sending an email using the subject Database & Stewardship Coordinator to Shawna English at senglish@chr.org.

Please be advised that incomplete applications will not be considered.

In your email, please include the following:

1. Your resume attached in a PDF format
2. Three references with contact information (email address and phone number)
3. The answers to the following four questions:
   ▪ What are you looking for in your next role and what has encouraged you to apply for this role?
   ▪ What three words would you use to describe your ideal work environment?
   ▪ Tell us something interesting about yourself and why you would be a great fit for our team.
   ▪ Tell us about your CRM experience and specifically your proficiency in which database(s)?