



DOMINICAN SISTERS OF

*Saint Cecilia Congregation*

**Date:** June, 2025  
**Position:** Database Coordinator  
**Department:** Mission Advancement  
**Reports to:** Director of Development  
**Full/Part-time:** Full-time non-exempt

## **POSITION SUMMARY**

The Database Coordinator supports the overall mission advancement efforts of the Dominican Sisters of St. Cecilia Congregation. Founded in Nashville, TN in 1860, the Dominican Sisters of St. Cecilia today have over 300 members who serve the Church through their religious life and apostolate of Catholic education. They seek to offer public witness to Christ's presence in the world through profession of the three vows of poverty, chastity, and obedience, daily prayer in common, shared life in community, and wearing of the Dominican habit. The Dominican Sisters of St. Cecilia serve over 20,300 young people in 52 schools in 31 Catholic dioceses across the United States and beyond. Nashville is the location of their Motherhouse.

This position plays a key role in strengthening the congregation's mission advancement operations and donor relations through accurate data management, reporting, and analysis. The ideal candidate will have strong organizational and project management skills, a keen eye for detail, and an enthusiasm for working with religious sisters in support of their life and their mission of Catholic education.

## **KEY RESPONSIBILITIES**

### **Database and Gift Management**

- Serve as an integral staff member for the congregation's advancement data services and database management in Raiser's Edge.
- Maintain accurate donor, alumni, and constituent records, including demographic, professional, relationship, and giving information.
- Process and acknowledge all charitable contributions; ensure timely and accurate gift entry and reconciliation.
- Maintain records of restricted gifts, pledges, and charitable giving summaries.
- Support and maintain data policies, procedures, and user documentation in compliance with gift processing and tax receipting best practices.
- Assist with year-end records and database maintenance.
- Work with development staff in database functionality and best practices.

### **Reporting and Analysis**

- Produce regular (weekly, monthly, annual, and six-year) reports for the Director of Development, as well as other reports needed for the congregation's Mission Advancement efforts.
- Generate queries, lists, and detailed reports to track and analyze fundraising goals, trends, and results.

- Produce appropriate and accurate donor lists for newsletters, appeals, annual report, and other specialized mailings.
- Identify opportunities to improve data processes and reporting to enhance fundraising strategy.

#### **Prospect Research and Donor Relations**

- Conduct prospect research and assist with donor proposals for annual and capital projects.
- Generate donor impact reports and maintain donor stewardship records.
- Provide excellent customer service for donors.

#### **Event and Campaign Support**

- Support the planning and execution of fundraising, stewardship, and cultivation events.
- Assists in special donor events or meetings as needed.

#### **Collaboration and Communication**

- Work closely with Director of Development, Database Administrator, and other members of the Mission Advancement office to ensure timely and accurate data sharing.
- Maintain a comprehensive filing system (digital and physical).
- Assist with scheduling conference calls, webinars, and team staff meetings as needed.
- Respond to requests for information from donors and others in a friendly and professional manner.
- Ensure confidentiality regarding donors and the internal business of the congregation.
- Participate in staff meetings and support special projects and other duties as needed.

#### **QUALIFICATIONS**

- Bachelor's degree in nonprofit management, communications, business, or a related field (preferred).
- Minimum of 3 years of experience in nonprofit development, preferably in an educational or faith-based organization.

#### **SKILLS AND COMPETENCIES**

- Proficiency with Microsoft Office Suite; experience with Blackbaud Raiser's Edge, Raiser's Edge NXT (or a similar CRM).
- Knowledge of fundraising best practices in gift processing, stewardship, and donor relations.
- Demonstrated work ethic with exceptional organizational, administrative, and project management abilities.
- Strong written and verbal communication skills.
- High level of integrity and discretion in handling confidential information.
- Friendly and courteous demeanor with ability to take initiative and receive direction.
- Ability to manage multiple priorities and meet deadlines effectively.
- Collaborative, service-oriented mindset with a commitment to excellence.

#### **WORKING CONDITIONS**

- On-site position at the congregation's Motherhouse with occasional responsibilities outside of working hours.
- Requires extended periods of computer work and desk time.

### **MISSION ALIGNMENT**

- Demonstrated support for and alignment with the mission and values of the Dominican Sisters of St. Cecilia Congregation.

### **APPLICATION PROCESS**

To apply, please submit a cover letter and resume to **D. Paige Matthews**, CFRE at [pmatthews@op-tn.org](mailto:pmatthews@op-tn.org).

Please visit [www.nashvilledominican.org](http://www.nashvilledominican.org) to learn more about the Dominican Sisters of St. Cecilia Congregation in Nashville, TN.