



Position Title: Donor Database Administrative Associate

Department: Development

Reports to: Database Manager

The Opportunity: The Donor Database Administrative Associate is responsible for accurate preparation, processing and coding of all gifts to the Foundation, generating acknowledgment letters and quality control reporting in accordance with the Foundation's policies. This position also assists the Database Manager with data requests, data hygiene and process innovations.

About Morris Animal Foundation

Established in 1948, Morris Animal Foundation is dedicated to improving and protecting the health of animals through scientific innovation, education and inspiration. Our investment in research has yielded life-saving vaccines, new treatments for critical diseases, superior screening tests, and advanced diagnostic tools. We respond to emerging animal health threats that endanger entire species and make new discoveries in basic animal biology to support applied research. With every study we fund - more than 2,900 to date - we strive to advance the science of veterinary medicine, honoring the founding principles of Dr. Mark L. Morris Sr. to benefit animals worldwide.

Morris Animal Foundation is committed to promoting diversity throughout the organization, its staff, Trustees and scientific advisers. Diversity within our organization enhances our capacity to communicate, strengthens our organization, makes our culture more robust and allows us to serve animals, donors and partners more effectively.

The Challenge: You will be on the frontline of all Foundation fundraising practices by processing, coding and acknowledging all incoming donations. The role will need an individual who can adapt and grow as our fundraising techniques evolve to align with the needs of our ever expanding, progressive organization.

The Team: The Donor Database Administrative Associate is a valued member of the Development team, working closely with Annual, Organizational and Major Giving team members. The role also requires frequent collaboration with Finance Team members.

The Skill Set: The Donor Database Administrative Associate will be a dynamic, innovative and analytic problem solver with an extremely high attention to detail. They will need to be able to administer, assess and update procedures to ensure gift processing is functioning as efficiently and effectively as possible.

**Position Requirements:**

- Associate's Degree in business administration or related field, or equivalent experience. Prior experience in a development/fundraising office preferred.
- Minimum 2 years related experience with a complex fundraising database. Raiser's Edge experience strongly preferred.
- Proficiency using Microsoft Office Suite; with advanced skills in Excel.
- Discretion in handling confidential information relating to the giving history and backgrounds of donors/prospects.
- Adhere to the Foundation's safety policies and procedures and encourage others to do the same.
- Participate in building a culture of accountability, performance and trust.
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination.
- A sincere passion for animal health.

Additional Desired Qualifications:

- Experience with Import-O-matic
- Experience with Microsoft Power Automate/Power BI
- Background in building and managing advanced queries, reports and database processes
- Ability to adapt, change and pivot processes as departmental needs shift

Position at a Glance:

- Use Raiser's Edge donor database for gift entry, data import/exporting, querying, record management and donor acknowledgments.
- Accountable for ensuring all donations and records are captured in Raiser's accurately and efficiently.
- Act as primary contact for all gift coding and data accuracy questions.
- Prepare and review import files to ensure accuracy of campaigns, funds, appeals and other codes for each gift prior to processing.
- Use existing accuracy audits and develop new audit techniques to ensure record coding is accurate and aligns with Foundation standards.
- Make all adjustments to gifts as needed.
- Produce and mail appropriate donor acknowledgement letters in adherence to the Foundation's receipting/acknowledgment policy.
- Add new constituent records to the database as needed; accurately populate all appropriate data fields adhering to Foundation data standards and guidelines.
- Import gift, constituent and study records from a variety of platforms ensuring that all coding is accurate and duplicate records are not created within Raiser's Edge.
- Design, populate and distribute reports to staff both daily and as needed.



- Work with the Database Manager to design and implement new procedures and onboard new platforms.
- Proactively identify and remedy areas where processes can be improved and/or made more efficient.
- Establish data health checks and implement processes for resolution.
- Serve as backup to the Database Manager for list and report requests from the Development team and other departments.
- Organize, coordinate and maintain the integrity of digital and hard copy file system.
- Assist with developing, maintaining and updating Standard Operating Procedures.
- Work closely with the Database and Accounting Managers to reconcile gifts records between the Financial and Donor platforms.
- Collaborate with Finance Team to ensure shared processes remain efficient and accurate.
- Perform related duties as assigned.

Within three months, you will:

- Build an understanding of the Foundation and its mission, programs, workflows and revenue streams
- Develop understanding of gift coding structure and processes
- Develop proficiency in all Development platforms and procedures

Within six months, you will:

- Solidify coding knowledge and become primary contact for coding inquiries
- Perform all gift processing tasks independently, efficiently and accurately
- Expand knowledge and skillset related to database functionality

Within one year, you will:

- Make recommendations for process updates/improvements on an ongoing basis
- Be able to accommodate most data requests that are presented
- Work closely with the Database Manager to launch new Power Suite initiatives

Benefits (To name a few!)

Morris Animal Foundation offers competitive pay, merit-based raises and ample growth and professional development opportunities for its employees. A full benefits package includes 100% paid premiums for employee health, dental, vision, LTD, life insurance and a 403b retirement account with up to 6% employer match. Employees are given accrued vacation time, six personal days per fiscal year, 10 paid holidays, a lifestyle and fitness reimbursement, work from home equipment reimbursements and nine weeks paid FMLA medical and parental leave. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!



Position Specifications: *Full-time, exempt position.* Job duties include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write and communicate fluently in English. If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Work Location Requirements: Hybrid Work Model (some in-office work required at Foundation central office in Denver; exact amount depends on position duties, current projects, and schedule needs.)

Colorado candidates preferred; Remote work may be considered in certain circumstances. MAF is not currently hiring in CA, HI, NY, NJ. Candidates are welcome to apply if willing to relocate prior to start date.

Hiring Range: \$40,000 - \$49,000

How to Apply: Please email your resume and a cover letter that includes how you heard about this job and your salary requirements in a Word document or PDF, labeled with your complete name to the People & Culture Department at PCD@morrisanimalfoundation.org. Please list **DONOR DATABASE ADMINISTRATIVE ASSOCIATE** in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**

Covid-19 Vaccination Policy: Morris Animal Foundation is a science-based organization and supports the research community behind FDA-approved vaccines. The Foundation also is committed to protecting the health and well-being of our employees, their families, and members of our community against coronavirus (COVID-19) infection. Proof of COVID-19 vaccination will be required for all employees per our COVID-19 Vaccination Policy. Employees that are not vaccinated due to a qualifying medical condition or on the basis of a sincerely held religious belief can request accommodation at the time of the job offer.



Morris Animal Foundation Core Values*

Respect - We act with integrity and are accountable to the needs of others and respectful of their time, expertise, and opinions. We listen and communicate thoughtfully, directly, and openly, always assuming good intent. We are inclusive and value diversity.

Excellence – We advance animal health by funding only research that meets the highest scientific standards. We are committed to ensuring the best use of donor funds and Foundation resources to benefit animals everywhere.

Compassion - We care deeply about animals and the people who care for them. It is our responsibility and an honor to improve animal health.

Collaboration – We actively partner, creatively work together and freely share ideas to advance the science of animal health and grow our impact. We nurture, grow, and educate the animal health community that shares our passion. Together we can do more.

Innovation – At our core, we value proven science but also seek creative solutions to meet the growing challenges of animal health in a changing global ecosystem. Based on what we learn, we constantly evolve to achieve our mission.

Determination - We are driven by our mission and seek answers with relentless pursuit. Using science as our compass, we develop pathways to animal health solutions. So long as animals face health concerns, we will continue to find answers.

*These are core competencies that are expected of all employees of Morris Animal Foundation.