

Job Title: Database Coordinator

FLSA Status: Full Time; Non-Exempt

Salary Grade: 9

Date: October 2026

Reports to: IT and Operations Specialist

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

PRIMARY PURPOSE OF JOB

The Database Coordinator supports the Foundation's database management and maintenance in CommunitySuite (CSuite), ensuring timely data entry, consistent standards, data integrity, and reliable reporting for the full organization. This role generates audits and required reports and supports staff with database questions and processes. All activities align with the CFO's mission, vision, and values.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

Other duties may be assigned

- Maintain CSuite data accuracy through routine audits, validation checks, and standardized data entry practices.
- Generate routine and ad hoc reports for Development and Philanthropic Services, Community Impact, Finance, Communications and Marketing, Leadership, and other teams as needed.
- Provide significant support for financial reporting by preparing, running, reviewing, and distributing reports related to funds, gifts, grants, scholarships, payments, fund activity, and other financial data as assigned.
- Assist Finance and Operations with month-end, quarter-end, fiscal year-end, audit, and board reporting by ensuring data is accurate, complete, and available in the required format.
- Build, maintain, and refine saved reports, dashboards, filters, exports, and reporting templates to improve consistency and reduce manual work across departments.
- Maintain data integrity across CSuite, SLM, and GLM by performing routine data checks, cleanup projects, duplicate review, field standardization, and coding corrections.
- Support consistent use of required fields, naming conventions, coding structures, statuses, custom fields, and data-entry standards across Foundant systems.

- Support IT and Operations Specialist with documentation of data standards, report definitions, coding rules, common workflows, and system procedures.
- Help troubleshoot integration or syncing issues by researching discrepancies, documenting findings, and escalating unresolved issues to the IT and Operations Specialist or Foundant support as appropriate.
- Serve as a frontline resource for staff questions related to CSuite, SLM, and GLM navigation, data entry, reporting, exports, and standard workflows.
- Develop and maintain quick-reference guides, process notes, and training materials to support consistent database use across the organization.
- Handle confidential donor, fund, financial, applicant, grantee, and scholarship information with discretion and in accordance with organizational policies.
- Support cross-department database improvement projects, including cleanup initiatives, workflow updates, system configuration changes, and reporting enhancements.
- Participate in Foundant-related user groups, trainings, webinars, or support resources as directed to stay current on system capabilities and best practices.
- Assist with onboarding/training new CSuite users; maintain job aids and quick-reference guides.
- Serve as a backup for document management by scanning and uploading gifts, payments, grant records, invoices, and other supporting documentation into the records management system.
- Perform other duties and responsibilities, as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient with Microsoft Office Suite including Word, Excel, and Outlook; proficiency working with databases. Proficient with SharePoint, OneDrive, and Office365 applications.
- High attention to detail; commitment to data accuracy and consistency.
- Strong organizational skills and ability to manage multiple priorities and deadlines.
- Professional communication skills; able to explain technical processes clearly.
- Experience with CRM/database systems and reporting preferred
- Ability to handle sensitive information with discretion and confidentiality.
- Strong organizational skills, attention to detail, and ability to manage deadlines.
- Ability to work independently and on a team, be self-motivated, and meet departmental team goals.
- Ability to work in a fast-paced, team environment with frequent interruptions.

CFO CORE PRINCIPLES

Collaboration: *Connection builds community.*

Accountability: *Trust leads to transformation.*

Vision: *We are catalysts for legacy.*

CFO COMPETENCIES

Building Trust – *Interacting with others in a way that gives them confidence in one's intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent needs.*

POSITION CORE COMPETENCIES

Engagement Readiness - *Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.*

Information Monitoring - *Setting up ongoing procedures to collect and review information needed to manage an organization or ongoing activities within it.*

Managing Work (includes Time Management) - *Effectively managing one's time and resources to ensure that work is completed efficiently.*

Quality Orientation - *Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent required.
- Bachelor's degree in business administration, information systems, data management, nonprofit administration, accounting, finance, or a related field is preferred.
- At least one year of prior experience working with database processing or related field preferred.
- Experience in database coordination, data entry, CRM support, or reporting preferred. Nonprofit database experience is a plus.
- Must possess a valid driver's license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general				X

public.				
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X
Travel/Drive: Must be able to drive to various locations.	X			

WORKING CONDITIONS

The work environment is based at the CFO's Springfield office, which is a well-lighted, environmentally controlled indoor environment with a moderate level of noise. Normal business hours are Monday through Friday 8am to 5pm with a lunch hour. This position may be eligible for remote work as agreed upon with supervisor in accordance with organization policies. Additional hours may be required at times to meet reporting deadlines.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date