



23845 McBean Parkway
Valencia, CA 91355

DATA COORDINATOR
(01.10.2019)

Henry Mayo Newhall Hospital Foundation is seeking a Data Coordinator. This position requires in-depth hands-on Raiser's Edge fundraising database administration, donor and gift tracking and reporting, data analysis and prospect research experience, preferably in the healthcare field.

Responsibilities:

Data Coordinator will support the Foundation's fundraising efforts including administering Raiser's Edge, the Foundation's donor database; and conducting prospect research utilizing WealthEngine and various online tools.

The Data Coordinator will be responsible for accurately entering donor and gift data into Raiser's Edge, producing and mailing gift acknowledgement, generating reports, targeted mailing lists and assisting with donor communications, exporting and importing donor data, creating queries and providing staff training.

This position is responsible for maintaining confidentiality, security and integrity of all donor database information and communications, following HIPAA guidelines for patient privacy.

The full-time position reports to the Director of Development.

Requirements:

- This position requires in-depth, hands-on experience in Raiser's Edge fundraising database administration, donor tracking and reporting, data analysis, exporting and importing donor data, creating queries and providing staff training.
- Produce results with minimal supervision.
- Excellent computer skills with a strong background in Raiser's Edge, WealthEngine, excellent knowledge of MS Office suite.
- Bachelor's degree preferred.

For consideration submit resume and application Attn: Patrice Watson, Recruiter, Human Resources, Henry Mayo Newhall Hospital, 23845 McBean Parkway, Valencia, CA 91355, phone 661-200-1574, email: watsonp@henrymayo.com , web: www.henrymayo.com/careers .