



## Temporary Database Administrative Coordinator Job Description

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<b>Job Title:</b>	Temporary Database Administrative Coordinator
<b>Level and Grade:</b>	Associate   Grade 40
<b>Job Type:</b>	Temporary Full-Time (6 months)
<b>Reporting Manager:</b>	Database Manager
<b>Department:</b>	Global Relationships and Resources
<b>Office:</b>	Baltimore, MD
<b>Date:</b>	09/30/2022

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### About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

### Job Brief:

*There are two components to the Job Brief: the job overview and the Key Result Areas.*

### Position Summary:

Provide ongoing temporary database and administrative support and all activities related to the donor database (Raiser's Edge) Assist the Database Manager with the coordination of all Annual Fund and other fundraising appeals. Maintain a schedule of routine database cleansing projects and respond to questions related to the database.

**Key Result Areas:** KRAs indicate the core responsibilities, deliverables, and quality standards required for the individual to be successful in his or her role.

The success of this role is measured by the following KRAs:

1. Completion of database cleansing projects
2. Record keeping of database requests
3. Timely response to staff questions/requests
4. Attention to details
5. Maintenance of Database Calendar

### **Roles and Responsibilities:**

Support all donor relationship management database functions. Support fundraising plans and activities by providing monthly database reports, along with requested reports and research from the database as required. Work with Database Manager to develop and implement procedures and processes for efficient database administration. Oversee and implement database clean up and data health projects

### **Supervisory:**

1. This position reports to the Database Manager

### **Education & Experience:**

1. Bachelors degree or Associates degree in related field
2. Minimum of one year experience in database administrative field

### **Qualifications:**

1. Experience with Raiser's Edge or other fundraising database's a plus
2. Knowledge and demonstrated experience with MS Office package
3. Advanced skills with MS Excel

### **Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

### **Working Conditions, Travel and Environment**

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position does not require travel.

### **Diversity, Equity, Inclusion and Zero Tolerance to Abuse**

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.

- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

*Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.*