Database Coordinator

The Database Coordinator is part of the team responsible for managing Plugged In's donor information system (Little Green Light). This includes reporting and analysis of data, gift processing and acknowledgments, as well as managing data import and data entry, and other related activities.

Key Responsibilities
- Update any bounced email addresses in all the LGL PR lists
- Update alumni information and change status of students when they become alumni
- Regular outreach for updated contact info for LGL
- Manage LGL submission queue
- Ensure all new students/parents are in LGL
- Monthly report of contact info for Constant Contact email lists
- Support fundraising team to ensure donations/TY's are being processed in LGL
- Support fundraising team to generate Annual Report statistics
- Run various reports as requested by board / staff

Volunteer Term: minimum 6 months
Average Weekly Commitment: 1-2 hours (3-4 hours during registration periods and appeals/fundraiser events)
Reports to: Executive Director