

# Development & Database Coordinator



## About CAP

The Cathedral Arts Project is a nationally recognized nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for school-aged children in Duval County. The driving force behind all CAP programs is the belief that the arts matter – they provide essential skills, like creative thinking, perseverance, teamwork and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville, CAP offers a culture of creativity and collaboration in the heart of downtown Jacksonville.

The arts have the power to inspire, unite and create change in our community. CAP values authentic self-expression and is committed to fostering and maintaining an inclusive, supportive and safe environment for all. CAP respects and values all identities and differences (race and ethnicity, gender and gender identity, sexual orientation, socio-economic status, language, culture, national origin, religious commitments, age, (dis)ability status, and political perspective) and proactively pursues, engages, seeks to understand and draws from a variety of diverse perspectives.

At CAP, we are stronger together. We empower and invest in the wellbeing and development of our team to allow creativity and innovation to thrive. We collaborate by actively inviting and appreciating the contribution and participation of all our stakeholders. At CAP, we put students first. We create, identify and leverage resources and relationships to provide access and equity in arts education that impacts children's lives beyond the classroom.

## Position Overview

The Development & Database Coordinator is responsible for supporting the development and administrative activities of the Cathedral Arts Project under the supervision of the Vice President of Development. Duties include maintaining the organization's donor database, gift recording, fundraising reporting, executing scheduled mailings, maintaining administrative files and working with the grant writer and other members of the team to provide project management around grants and program service contracts.

# Essential Responsibilities

## Development

- Maintain integrity of donor database by entering data, creating accounts and queries, generating reports, and providing database training to other Development staff. Maintain strict confidentiality of accounts, transaction information, records and files.
- Track outstanding pledges using queries and reports, and monitor pledge payment activity.
- Reconcile pledge, payment and other funds received with Finance & Administration Team.
- Maintain working knowledge of gift management standards and IRS regulations, and ensure internal procedures adhere to development best practices.
- Schedule and coordinate donor mailings using database queries and reports to create mailing lists.
- Produce detailed reports that track and analyze progress toward fundraising goals.
- Check office mail and report daily funds received. Complete daily gift entry and gift acknowledgement processes.

## Project Management for Grants and Program Service Contracts

- Maintain annual timeline of grant schedules and lead collaborative efforts necessary for timely submission of applications and reports.
- Work with grant writer and other staff to compile materials required for grants and ensure materials are submitted according to funder deadlines.
- Facilitate monthly grants meetings to review funding opportunities and schedules for applications and reports.
- Attend external meetings for current and potential grant funding opportunities.
- Ensure compliance with funder contract requirements and maintain registrations for grants.gov, System for Award Managements and other similar entities.
- Maintain organized grant files on organization's server and within donor database.

## Administrative & Organizational Support

- Draft and finalize donor correspondence and manage calendar for Vice President of Development, including meeting coordination with donors and stakeholders.
- Manage inventory and distribution of letterhead, envelopes, folders and collateral for donor mailings, department meetings and presentations.
- Collect and prepare materials for agendas and presentations for department, staff, donor and board meetings.
- Attend and draft minutes for department, donor and other meetings.
- Complete other department administrative tasks, including but not limited to mailings, copying, filing, scheduling and expense reporting.
- Assist as needed with large meetings, major projects and special events including the annual CAP Golf Tournament, Spring for the Arts, Visual and Performing Arts Showcase, quarterly community gallery receptions, and various student and donor events.

## Minimum Requirements

- Two or more years of experience in database management required, including data entry, running queries and generating reports. Experience with eTapestry or other Blackbaud software preferred.
- Proficient with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint) and using mail merge to produce high quality reports, presentations and other documents.
- Must pass official Level 2 background screening as outlined by Florida state law.

## Qualifications

- A demonstrated commitment to ethics and integrity, especially as it relates to confidential donor information.
- Strong verbal, listening and written communication skills.
- Superb organizational and time management skills.
- Dependable with strong attention to detail and accuracy.
- Commitment to customer service for team members and external stakeholders.
- Proven ability to work effectively both independently and in a team-based environment.
- Ability to maintain a positive ‘can do’ attitude; be proactive, flexible, problem-solve and show initiative with projects, planning and all activities related to this position.
- Commitment to CAP’s vision, goals and core values.

## Compensation & Benefits

- Position is a full-time salaried exempt role.
- Medical, dental and vision insurance available after 30 days, with CAP covering 75% of costs for individual medical insurance.
- Opportunity to participate in organization’s 403(b) retirement savings plan.
- Generous paid time off, including 21 days of PTO, 24 paid holidays and a flexible, family-friendly schedule.
- Paid parking in a central downtown location.
- Tenured benefit opportunities including professional development, personal wellness credits, student loan and tuition savings assistance, and paid parental leave.

## To Apply

Submit a cover letter and resumé in confidence to [hr@capkids.org](mailto:hr@capkids.org).

*The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.*

*The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.*