



Together
for Good

Interim Donor Care and Database Coordinator

Job Title: Donor Care and Database Coordinator

Reports To: Vice President

Full Time/Part-Time: Part-Time (24 hours/week)

Dates of Employment: April 2026 - July 2026

Organizational Summary

Together for Good (TFG) is a Christian nonprofit that creates pathways for the local church to come alongside vulnerable children and families in Christ-centered ministry. We equip churches to journey with isolated parents and children through voluntary hosting and relational support—providing safety, stability, and hope during crises such as homelessness, medical emergencies, unemployment, or mental health challenges. We believe deeply in the power of relationships and that no family should ever walk alone.

TFG is a growing national organization with four sites across the country. While each site has its own local staff and partnerships, all sites work together toward one unified mission—creating pathways for families to thrive. The National Office, based in St. Paul, Minnesota, provides shared services including communications, branding, fundraising systems, data infrastructure, HR support, leadership development, training, and organizational oversight.

Job Summary

The Donor Care and Database Coordinator supports Together for Good's national development efforts by ensuring accurate donor records, timely gift processing, and meaningful donor communication. This detail-oriented, service-driven role focuses on stewarding donors well through prompt responses, accurate data entry, consistent acknowledgments, and strong database integrity.

Reporting to the Vice President, this part-time position plays a key role in maintaining trust with donors by ensuring gifts are processed accurately, thank you letters are sent promptly, receipts are distributed correctly, and donor data remains clean and reliable. The ideal candidate brings strong organizational skills, discretion, responsiveness, and a heart for serving both donors and staff.

Primary Responsibilities

Donor Management/Gift Entry

- Reply to donor emails and phone calls, ideally within 24 business hours or by the end of the business day
- Serve as a professional and warm first point of contact for donor questions or concerns
- Prepare and send special first-time donor packets
- Audit and maintain system data to ensure consistency and accuracy. Run reports and generate views as requested to support program and development needs.
- Make weekly donor thank you calls to selected donors, documenting notes in Bloomerang
- Print and send letters to individuals who have been honored through in memory of or in honor of gifts.
- Send thank you letters to all national donors within 48 hours of receiving a gift
- Notify site directors and executive team members weekly regarding failed or declined donations for follow-up
- Deposit checks daily and enter all check donations into Bloomerang.

- Enter online gifts from giving platforms, EFT, and ACH donations into Bloomerarg.
- Ensure all gifts are coded correctly and consistently according to internal standards.
- Maintain accurate donor records and update contact information as needed.

Donor Monitoring and Reporting

- Pull regular donor engagement and giving reports for the Executive and Development staff
- Create mailing lists to support the development strategy

Database Integrity and Maintenance

- Add new donor email addresses to Mailchimp weekly
- Follow monthly cleanup protocols outlined in the "Database Cleanup" report folder

Office Manager/Building Oversight

- Oversee day-to-day office operations, including office chores
- Order office supplies as needed
- Mail packages as needed
- Pack up materials for national meetings
- Coordinate logistics for staff events and meetings
- Review general emails and distribute as appropriate

Minimum Education and Experience

- Bachelor's degree preferred
- Experience supporting teams with technology, data systems, or CRM platforms
- Strong organizational skills and attention to detail
- Excellent communication and problem-solving abilities
- Ability to use discretion when keeping information confidential
- Tech-savvy and process-oriented, with the ability to learn new systems quickly
- Able to work independently, while taking direction well

Qualities of the Ideal Candidate:

- *Highly Missional:* Passionate about family preservation and aligned with Together for Good's statement of faith and mission. Able to articulate the Christian faith and actively involved in a local church. Has a strong desire to use their gifts and talents to positively impact Christian ministry.
- *Self-Motivated:* Takes initiative. Does not require extensive directions. Is skilled at taking an idea and running with it.
- *Strong Communication Skills:* Demonstrates excellent verbal and written communication skills. Capable of clear, creative, passionate, and grammatically correct communication.
- *Highly Organized:* Highly organized and efficient, with strong attention to detail.
- *Critical Thinking/Problem-Solving Skills:* Strong decision-making skills. Ability to navigate crisis situations professionally.
- *Strong Interpersonal Skills:* Values and has a proven track record of developing healthy relationships. Is personable, values collaboration, and works well with a team of colleagues, volunteers, and community partners.

Travel and Work Schedule:

- This position requires in-office availability at least two full days or three half days per week.



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Compensation:

- Salary negotiable, based on education/experience.
- Mileage reimbursed at the federal mileage rate, for approved trips.
- PTO & Paid prorated Organizational Holidays.

How to Apply:

- Please email a cover letter and resume to info@tfgood.org.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.