

**ST. CROIX VALLEY FOUNDATION POSITION DESCRIPTION  
OPERATIONS & DATABASE ASSOCIATE**

The St. Croix Valley Foundation's (SCVF) mission is to enhance quality of life in the St. Croix Valley. With offices in Hudson, Wisconsin, the foundation serves six counties bordering the St. Croix River, two in Minnesota (Chisago and Washington) and four in Wisconsin (Burnett, Pierce, Polk and St. Croix) and supports a network of community affiliates. Founded in 1995, the SCVF stewards over \$100M in philanthropic assets and facilitates over \$5M in annual grants and scholarships. For more information, please visit <https://www.scvfoundation.org>.

**POSITION SUMMARY**

**Title:** Operations & Database Associate  
**Reports to:** Vice President of Finance & Operations  
**Location:** Office in Hudson, WI, with the possibility of hybrid work  
**Employment Type:** Full-Time (or Part-Time, Negotiable)

This position will be responsible for managing the Foundation database, processing and acknowledging gifts, supporting a wide range of operational functions, and providing administrative support to the board of directors. The ideal candidate will have excellent organizational skills, strong attention to detail, and experience in nonprofit administration. This position collaborates with all levels of Foundation staff to provide friendly, timely, and accurate information to both internal and external clients of the SCVF and its ten affiliates.

**PRIMARY RESPONSIBILITIES**

Database Management (35%)

- Serve as primary resource and point of contact for internal and external database-related requests, projects and training.
- Maintain the accuracy and integrity of donor and fund information in the database, update records, and ensure data-entry accuracy and consistency.
- Generate reports to support donations, fundraising, grantmaking, and other organizational needs.
- Identify and assess opportunities for database enhancements, manage system updates and train staff as needed, seeking continual improvement of processes and procedures to optimize the database.

Gift Processing and Acknowledgement (30%)

- Process and acknowledge gifts in an accurate and timely manner.
- Research, follow-up, and adjust gifts as necessary.
- Respond to inquiries from donors regarding gifts.
- Record, maintain, and adjust pledge records and generate pledge reminders.

Operational Support (20%)

- Maintain SCVF general phone line and email.
- Plan and manage logistics for events, including data exports, mailing lists, registration, event timelines, budgets and vendor relationships.
- Assist with IT related issues and questions.
- Order office supplies and maintain office equipment including copier and postage machine.
- Provide general administrative support to St. Croix Valley Foundation leadership team.
- Other duties as assigned.

Board of Directors Support (15%)

- Work with the President & CEO to support the board of directors, including coordination of new board member orientation, regular communications with the board, and the annual board retreat.
- Coordinate and attend board meetings, record minutes, prepare and distribute meeting materials.
- Support governance and compliance efforts, including annual collection of Board and Affiliate Board Conflict of Interest and Confidentiality forms.

**REQUIRED QUALIFICATIONS, KNOWLEDGE & SKILLS**

- Bachelor's degree or equivalent experience in nonprofit management, business administration, or a related field.
- Experience working with relational databases, preferably in a nonprofit setting. Foundant experience a plus.
- Proficiency with Microsoft Office suite of products, as well as an aptitude for learning and understanding organization-specific software.
- Ability to deliver superior customer service, demonstrating strong verbal and written communication skills. Tactful and diplomatic.
- Superior organization and project management skills, including the ability to adjust to multiple demands, prioritize tasks, work independently, and meet deadlines.
- Self-starter who can visualize an end goal and guide project through to completion, driving continual improvement of processes and procedures.
- Strong data entry skills with emphasis on accuracy and extreme attention to detail.
- Analytical ability to solve daily issues in an efficient, effective, and timely manner.
- Ability to thrive in a team environment.
- Commitment to donor confidentiality.
- A passion for the mission of the SCVF; ties to the SCVF region a plus.
- Experience in the community foundation, philanthropic or nonprofit sector a plus.

**PHYSICAL REQUIREMENTS**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- May be required to travel in personal vehicle to meetings and Foundation events.

**SALARY & BENEFITS**

The starting hourly rate for this position is \$22.00 - \$28.00, DOQ. Benefits for full-time employees include medical and dental insurance, life insurance, short and long-term disability insurance, paid time off, a 403b plan and company match, flexible schedules and hybrid work options.

**APPLICATION INSTRUCTIONS**

Applications will be accepted through November 8, 2024, with an expected start date in January 2024. Please submit a cover letter and resume to [elownsbury@scvfoundation.org](mailto:elownsbury@scvfoundation.org). Only applications submitted by email will be considered.