

Diocese of Nashville

<https://dioceseofnashville.com/job/database-coordinator-diocese-of-nashville/>

Database Coordinator

Description

The Diocese of Nashville is seeking a detail-oriented and mission-driven Database Coordinator to oversee the integrity of the donor database and support the fundraising operations that advance the mission of the Catholic Church throughout Middle Tennessee.

This position serves as the primary steward of donor data, ensuring gifts are processed accurately, constituent records remain current, and fundraising staff have the information needed to build meaningful relationships with donors. The Database Coordinator collaborates across the Stewardship & Development team to support annual campaigns, donor stewardship, special events, reporting, and strategic fundraising initiatives.

The ideal candidate enjoys solving problems, improving processes, and working behind the scenes to ensure donors receive an exceptional experience.

Essential Duties and Responsibilities

Database & Gift Administration

- Serve as the primary in-house administrator of Raiser's Edge, maintaining accurate and complete constituent records.
- Process and reconcile charitable gifts with a high degree of accuracy and timeliness.
- Generate gift acknowledgments, tax receipts, and donor correspondence.
- Preserve data integrity through routine audits, duplicate management, and quality assurance.
- Develop reports and donor queries that support fundraising strategy.
- Establish and maintain database procedures and best practices.
- Reconcile gift batches with the Finance Office as needed.
- Maintain accurate records of pledges, recurring gifts, stock gifts, matching gifts, and other charitable contributions.

Development Operations

- Coordinate the operational needs of the Stewardship & Development Office to support fundraising campaigns, donor stewardship, and special events.
- Prepare and distribute donor correspondence, sponsorship letters, solicitation materials, and stewardship mailings.
- Track sponsorships, event registrations, donor commitments, and fundraising progress.
- Prepare reports, mailing lists, spreadsheets, and other materials to support fundraising initiatives.
- Collaborate with the Stewardship and Development team to execute fundraising campaigns and ensure projects are completed accurately and on schedule.
- Assist with the planning and execution of fundraising events.
- Work with vendors, parish staff, volunteers, and diocesan departments to support fundraising initiatives.

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

July 8, 2026

Valid through

09.10.2026

Interested candidates may apply [by clicking and filling out an application here in Paylocity](#)

Education and Experience Required

- Bachelor's degree.
- 2+ years of experience in database administration, fundraising operations, or nonprofit development.
- Experience with donor management software (Raiser's Edge NXT preferred).
- Advanced proficiency in Microsoft Excel.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple priorities while meeting deadlines.
- Excellent written and verbal communication skills.

Preferred

- Experience working in a nonprofit, higher education, healthcare, or faith-based organization.
- Knowledge of fundraising principles and gift processing.
- Experience with reporting tools, data imports/exports, and CRM integrations.

How to Apply

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