



**KENTUCKY COLLEGE OF ART + DESIGN  
At Spalding University**

**845 South 3rd Street  
Louisville, KY 40203  
[www.kycad.spalding.edu](http://www.kycad.spalding.edu)**

**Title:** Database / Administrative Coordinator

**Classification:** Full-time

**Reports to:** Director of Institutional Advancement

**Experience Range:** at least 2 years' experience

**Benefits:** Eligible for health insurance and paid vacation / sick time

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**Submission Requirements:**

Submit the following materials electronically to [KyCADadvancement@gmail.com](mailto:KyCADadvancement@gmail.com). In the subject line please type "Database / Administrative Coordinator Job Post".

- 1.) A one page cover letter, which speaks to your specific interest, and outlines skills and/or experience that directly relates to this position.
  - 2.) A resume.
  - 3.) List of three references with email and phone numbers.
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**The KyCAD Vision and Mission:**

The Kentucky College of Art + Design opens the door to a creative and productive life through a higher education in the visual arts. The long term vision for KyCAD is to become an independent, nationally recognized visual arts college dedicated to excellence in art education. Through the lens of art, students will be nurtured in the individualized exploration, development, and expression of their creative spirit, while honing their artistic practice through exposure to traditional as well as contemporary art practices.

*KyCAD is an Equal Employment Opportunity/ Affirmative Action employer. We comply with all federal, state and local equal employment opportunity laws. It is our policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status.*



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**Purpose:**

The Database / Administrative Coordinator will play an integral role in the success of KyCAD by providing administrative, database, and reporting support for the Office of Institutional Advancement. They will be the subject matter expert for our donor database and be responsible for financial reporting in addition to providing administrative support for the department. The following is a list of duties and responsibilities, but is not exhaustive.

**Primary Duties and Responsibilities:**

Database

- Meticulously manage the physical donor files, the electronic donor database and handle all management of data entry, logging of donations, donor acknowledgments, mailing lists, analysis, reports, donor tracking, mail merging and email communications.
- Process and track monthly expenses, including pricing and payment of all services through bookkeeping, track and produce the annual budget including income and activity projections for Institutional Advancement.
- Produce weekly and monthly fundraising income reports, and other financial reports as needed.

Administrative

- Maintain timely donor communications through acknowledgement letters, thank you letters, newsletters, promotional items, invitation to events, hand written notes, and email correspondence.
- Organize the monthly tours with calendar invites, prepping tour, food, etc.
- Prepare prior giving reports, and data for individual donor and prospective donor meetings and tours.
- Prepare briefs on special events and organize the Development Team's attendance and event follow up.
- Meetings: organize, schedule and confirm meetings; facilitate meeting follow up; take notes for meetings; prepare and cleanup meeting rooms; order lunches for internal and external meetings, board meetings, and retreats.
- Clerical: compose correspondences, review letters and reports; create tracking spreadsheets and graphs; create file systems; create presentations, agendas and reports.
- General office duties: filing, answering phones, making copies and greeting guests.
- Project management software: enter and track department projects in Asana and coordinate the steps/assignments of tasks within projects
- Maintain calendar for the Director.
- Attend meetings, takes notes and minutes, and manage the completion of tasks that arise out of meetings for the Director.
- Other duties as assigned.



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**Qualifications:**

- Bachelor's degree in related field, or experience working in an advancement office preferred.
- Excellent research, verbal, and written communication skills are required to succeed in this position.
- Must be able to prioritize multiple demands and analyze information with minimal direction.
- Task oriented self-starter, with good problem solving abilities.
- Ability to manage multiple projects with flexibility and follow through in a fast paced environment.
- Must be a team player and share the values and standards of professionalism at KyCAD.
- Able to respect the confidentiality of donors and their sensitive financial information.
- Represent KyCAD in a professional and positive manner with donors and the community.

**Necessary Skills:**

- DonorPerfect and WealthEngine software knowledge
- Proficiency in Microsoft Office Suite including Excel, Word, and Outlook
- Experience with Google Documents & Asana project management software
- Ability to use Mac computers
- Able to lift 30 lbs. for moving boxes of equipment or supplies as needed