

# Delta Gamma Center

## Development Database Manager

We are looking for someone who understands the importance of data and technology in supporting the development team's work in building relationships with and stewarding the investments of donors and volunteers. Someone who gets satisfaction from managing data and designing queries and reports to support donor and volunteer engagement.

Are you a problem-solver who enjoys finding ways to leverage technology to create efficiencies? When you are given a project with a deadline do you jump right on it and always meet the deadline? Does your attention to detail border on being a perfectionist?

This is a great opportunity for someone looking to contribute to a life-changing mission.

### POSITION SUMMARY

The development database manager is part of the team that cultivates, solicits, and stewards the financial and volunteer resources needed for the organization to achieve its mission. The development database manager will support all areas of fund and volunteer development to meet the annual goals for fundraising and volunteer engagement. This position is responsible for managing the use of the development database and other technology platforms as effective tools in fundraising, volunteer management, and marketing.

### RESPONSIBILITIES

#### Collaboration with Teams

- Manages the use of DGC's donor and volunteer databases and online platforms to support fundraising, volunteer engagement, and marketing
- Supports the development director and executive director with all annual, major and planned giving activities
- Collaborates with the development team to ensure data related to fundraising events, grants, and volunteers is structured and maintained to support activities to engage prospects, solicitations, and reporting ensuring compliance with funders, licensing agency, and management requirements and deadlines
- Works with development and marketing teams on donor and volunteer communications and general marketing by preparing mailing/email lists, data for use in customized donor and volunteer materials, etc.
- Collaborates with development, marketing, and finance teams to track and report on fundraising progress and donor trends

## **Data Entry and Reporting**

- Creates and maintains constituent records and enters all gift/pledge transactions, grant awards, event registrations and sales, and other data with 100% accuracy
- Coordinates with the director of development and finance team on batch entry, accurate coding of gifts, pledges and pledge payments; weekly reviews; monthly reconciliations and financial reporting; and annual financial audit documentation
- Works with development, finance, and marketing teams and the executive director to design, maintain, and run regularly scheduled and ad hoc queries and reports for all fundraising activities and create targeted lists for donor and volunteer communications

## **System Administration**

- Maintains database integrity and quality by performing routine data checks and audits to eliminate duplicates and missing data, ensure database fields and codes are utilized correctly and consistently
- Ensures policies and procedures documentation for development database and data integration are current and implemented
- Ensures development database and related technology platforms are fully utilized for maximum efficiency and effectiveness
- Stays up to date on advances in development database management/CRM, related technology, and best practices and trends in nonprofit development

## **QUALIFICATIONS**

- Bachelor's degree or equivalent professional experience in business, IT, or related field
- Three to five years of experience in nonprofit development database management required
- Excellent computer/technology skills including
  - Proficiency in development relational databases/CRM is required, experience with Raiser's Edge preferred, experience with Salesforce is a plus
  - Proficiency with Microsoft Office Word and Excel required, competence with Outlook and PowerPoint a plus; and
  - Develops proficiency with new technology quickly
- Knowledge of fundraising best practices
- Excellent analytical and problem-solving skills and rigorous attention to detail and outstanding accuracy in data and writing
- Strong customer service skills with donors, volunteers, and staff
- Demonstrated ability to work quickly and produce complete, accurate, and high-quality work under tight deadlines; ability to work on multiple projects concurrently

- Able to work cooperatively and effectively with program and administrative staff, as well as clients, donors, volunteers, and staff from all walks of life
- Able to represent the agency in a professional and mature manner; commitment to securing donor, volunteer and DGC data, maintaining confidentiality, and showing discretion
- Has a “can do” attitude and a strong desire to learn and grow in all areas, but especially in maximizing databases and other computer and mobile technology

## REPORTS TO

Director of Development

## TERMS OF EMPLOYMENT

- Part-time, 15-20 hours per week with some evening and weekend hours
- Full-time Non-exempt (37.5-hour work week): this position can be combined with the Development Associate position for a full-time position, if vacant
- Background check, drug screen and health certification completed upon offer of employment
- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; and stand or sit for long periods

## TO APPLY

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- Submit a cover letter explaining why you are interested in this position and how your personality, skills, and professional experience make you the ideal candidate for the position outlined in the job description.
- Submit a resume outlining your professional experience and achievements, education, and relevant training and credentials, and
- Complete a brief questionnaire that should take no more than 10-15 minutes.

Click on the link below to complete the questionnaire and upload your documents. You won't be able to save your answers and come back, so please make sure you have your documents ready to upload and have enough time to complete the questionnaire.

Please make sure the file names of your documents include your name and type of document (e.g. lname\_fname\_cvrltr, lname\_fname\_resume).

<https://dgckids.typeform.com/to/p3kA17>