



Florence Fuller Child Development Center Database Manager

SEND RESUME TO: (bdash@ffcdc.org) or jobs@ffcdc.org

Title: Database Manager

Hours: Full Time/ Non-Exempt

Reports to: Director of Advancement

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

General Description:

Under the guidance and supervision of the Director of Advancement, the Database Manager's primary responsibility is to oversee the donor database and donor acknowledgements, establish and implement data-entry policies and procedures to ensure data consistency and quality, and lead efforts to develop philanthropic strategies. The Database Manager is a member of the Advancement team.

Education:

Bachelor's Degree or equivalent work experience. At least 3 years of relevant nonprofit experience.

Responsibilities/Essential Functions:

1. Ensure effective and efficient utilization of and manage donor database functions including data entry, data quality, cash and in-kind donations, production of reports, tax receipts, credit card donations, and recurring gifts.
2. Document all donor and data processes.
3. Create, implement, and evaluate strategies that lead to sound donor cultivation, prospecting, segmenting, acknowledgement, recognition, and stewardship.
4. Create and implement processes to document in database conversations with all stakeholders as well as appropriate data entry for notes/cultivation activities/volunteer solicitor actions/appeals/segmentation, etc.
5. Research, build, and maintain database profile records.
6. Manage, Constant Contact database. Update as needed. Update unsubscribed emails on a monthly- basis.
7. Coordinates all email marketing and schedules all eblasts.
8. Responsible for updating and maintaining website.
9. Oversee all reporting tied to data needed for creating the development plan as well as for board, committee, and leadership meetings.
10. Work with Volunteer Coordinators to enter volunteer profiles into database, add to mailing lists, identify potential donors and ensure their invitation to events.
11. Work with Volunteer Coordinators to obtain classroom and activity photos for marketing purposes.
12. Prepare all acknowledgements related to annual fund campaigns and/or appeals.
13. Participate in any special event planning and implementation and other departmental or agency activities as needed.
14. Process donations for Heart Wall. Order and process donors tile message and ensure installation is completed.
15. Responsible for safekeeping of all Department Internet Logins.
16. On a monthly basis, ensure that the Advancement Department and Finance Department revenue and expenses balance.
17. On a yearly basis, ensure that the Advancement Department and Finance Department revenue and expenses balance.
18. Actively participate as a member of the Advancement Team.

DAILY FUNCTIONS:

1. Opens, dates, and disperses all agency mail.
2. Processes all checks, cash, and credit cards.
3. Logs all monies in daily log and codes to appropriate accounts. Scans all checks and emails daily log along with scanned checks to Advancement team, CEO and CFO.
4. Oversees office supply stock and orders accordingly for the department.
5. Oversees credit card machines, including software updates and communication with the Finance department for receipt details.

INDIVIDUAL ANNUAL FUNDRAISING GOAL \$50,000

ADOPT-A-CLASS PROGRAM

Responsible for overseeing the Adopt-A-Class Program with an annual goal of \$43,500. Funds raised are used to provide additional support and resources for the classrooms, empowering the teachers to provide more comprehensive learning experiences for the students.

Third Party Events

Research, identify, and secure at least one third party event annually to meet total annual fundraising goal. Serve as main point of contact for that event for the agency.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor’s Degree or equivalent work experience. At least 3 years of relevant nonprofit experience.
2. Proven experience in database entry, analysis, reporting and some project management.
3. Proficiency in Microsoft Office including Word, Excel, and Power Point.
4. Preferred proficiency in Salsa Engage. Knowledge of Blackbaud’s Raiser’s Edge or similar donor software database.
5. Proficient in Constant Contact or similar.
6. Ability to interact with stakeholders in a manner that further promotes affinity for the agency.
7. Ability to initiate projects, be flexible, and work within a team environment.
8. Ability to prioritize appropriately when facing multiple responsibilities and tasks.
9. Ability to communicate effectively, both written and oral.
10. Ability to work with diverse groups of people.

WORKING ENVIRONMENT:

Responsibilities will involve some flexible scheduling and work beyond the regularly scheduled workday, including evenings, weekends, and holidays.

Acknowledgement:

I have read and understand the requirements of this position as outlined in the above job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities as secondary functions may be assigned from time to time. I also understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established policies and performance standards. I certify that I am able to perform the essential job functions and meet the requirements of this position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date