



Donor Database Manager Administration

The Women's Center is seeking a full-time experienced Donor Database Manager to join our Development Team. This position manages all aspects of the donor database, coordinates and prepares event and fundraising mailings, produces timely gift acknowledgments for donor stewardship, and assists with other fundraising and administration office activities as needed.

DUTIES AND RESPONSIBILITIES INCLUDE:

Donor Database System

- Develop and adhere to guidelines/processes for data entry, record maintenance, and production of database reports.
- Regularly update documentation to include current codes, queries, reports, and processes.
- Develop and maintain an efficient gift filing system in support of the database, acknowledgements, and pledge reminders.

Donor/Gift Data and Reports

- Provide timely and accurate entry of donor/gift data for fund development and accounting use.
- Query and extract information from the database for reports, mailing lists, data maintenance and pledge tracking.
- Preserve and access information for audit needs.

Gift Acknowledgment

- Produce and process timely and accurate acknowledgment letters for gifts.
- Write or edit acknowledgement letters and other fund development pieces as requested.

Mailings

- Coordinate in-house and outsourced preparation of bulk and 1st class fundraising and event mailings.
- Serve as liaison with post office and mail house vendor.

Business Operations/Accounting

- Work closely with Business Operations Department to provide gift reports to support finance and accounting functions.

- Assist Business Operations staff by researching accounting questions relating to gift entry and other information maintained by Donor Database Manager.
- Provide information for auditors during annual agency audit.

Additional Assistance to Administration Department

- Assist with special events as needed.
- Complete other duties as assigned.

STRONG CANDIDATES WILL:

- Work collaboratively and effectively as part of the Development Team
- Possess a high level of attention to detail and data accuracy.
- Have the ability to prioritize duties and meet deadlines on a consistent basis.
- Analyze, gather, and summarize data successfully.
- Have strong verbal and written communication skills, including the ability to draft acknowledgment letters.
- Possess the ability to withstand the moderate stress of a busy demanding work environment.

REQUIREMENTS:

- **Minimum of two years' experience managing Raiser's Edge 7 and/or Raiser's Edge NXT** including data entry, reports, queries, record maintenance, imports and exports.
- Bachelor's degree required.
- Proficiency in Microsoft Office, especially Word and Excel; including mail merges.
- Must have access to regular and reliable transportation, valid driver's license, automobile insurance, and be prepared to drive own vehicle on Center business.
- This position is not a remote position although some remote days are available based on the agency's remote work policy.

Job Type: Full-time; 40 hours per week; Monday - Friday

E-mail resume and cover letter to: chuffman@womenscentertc.org
SUBJECT LINE: Donor Database Manager
NO PHONE CALLS PLEASE

The Women's Center is committed to maintaining an environment which is free of discrimination, harassment, or retaliation on the basis of race, color, religion, sex, age, disability, or any other status protected by federal, state, or local laws. Accordingly, all Center employees are responsible for complying with this non-discrimination policy in the conduct of their jobs.