Agape Youth & Family Center

Position Description: Database and Operations Manager

Full-time development operations and database position in a growing nonprofit organization focusing on

youth development and education. Raiser’s Edge is a ust. This position reports to the Development

Director.

Responsibilities include:

• Oversight of the Event Coordinator and Development Assistant in tandem with the

Development Director

• Database management in Raiser’s Edge. Proficiency in functions may include Query, Export,

Mail, Batch, Volunteer, Admin, Config, Dashboard, Net Community and BBMS

• Database Integrity

• Prepare queries and reports as requested to provide decision-making and tactical information,

segmented mailings, and building committees

• Weekly gift entry and letter processing

• Provide event support as a member of the development team, working closely with the event

coordinator on major fundraising events and community outreach events. This includes

attending events on occasional evenings or weekends.

• Other duties as assigned.

Required:

• A minimum of three years of Raiser's Edge software experience is required

• Proficiency in Microsoft Office is required

• Excellent organizational skills, written and verbal communication skills, and interpersonal skills

• A Valid Drivers’ License and reliable transportation to Agape and local event sites

• Experience in a non-profit organization; human services or education preferred

• A high level of discretion and professionalism

• Passion for the mission of Agape

• Event support may require the ability to exert light physical effort in sedentary to light work, but

which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light

weight (5-10 pounds).

Full Time Monday through Friday, 9:00 a.m. until 5:00 p.m. and as projects demand; Occasional

weekends and evenings for events. Agape provides eligible employees a benefit package including but

not limited to medical and dental insurance, 403(b), 11 paid holidays, personal holiday and sick days.

Agape serves a community which includes more than 2,000 low income families in NW Atlanta. The

mission of Agape is to empower and support underserved families within its community to discover and

embrace their full potential. Agape achieves this mission by offering programs and services providing

aid, education, guidance and opportunities to raise the education and income level of the community to

break the generational cycle of poverty. Agape is in the final quarter of a capital campaign to renovate a

new site to facilitate capacity building. Find out more about Agape at

www.AgapeAtlanta.org

Interested candidates may submit a cover letter, resume and two references by email to

tconway@agapeatlanta.org. No phone calls please.

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**Position Description: Development Manager**

Full-time development position in a fast-paced, stable nonprofit organization focusing on youth development and education. Knowledge of, and previous experience with, Raiser’s Edge database is a must. Incumbent will give oversight to the annual fund and all streams that help achieve the annual fund goal and must have experience with writing compelling letters and solicitations. This position reports to the Chief Development Officer.

***Responsibilities include:***

* Responsible for managing the execution and implementation of the agency’s annual fund including the spring appeal, year-end appeal, and community outreach event solicitations.
* Works as ‘right hand’ to Chief Development Officer, which includes, but is not limited to, reviewing grant applications and proposals, working on special projects assigned by the CDO, assisting with writing letters, connecting with designated donors, researching new funding opportunities, giving oversight to the implementation of a young professional’s programs and more.
* Oversee the Raiser’s Edge database management, and provide support for integrated and aligned fundraising tools, subscriptions, and services.
* Oversees donor and gift recording, and donor acknowledgement processes.
* Oversight of the part-time Development Coordinator in tandem with the Chief Development Officer.
* Serves as the primary liaison between Development and Finance to ensure accurate monthly reconciliations.
* Provides event support as a member of the development team, working closely with the event coordinator on major fundraising events and community outreach events, which includes attending events on occasional evenings or weekends.
* Manages vendors to support development operations.
* Generates and delivers accurate reports and queries, as needed.
* Trains organization users on Raiser’s Edge and other data management systems.
* Create, disseminate and enforce Raiser’s Edge best practices, policies, and protocols.
* Improves development operations procedures and processes to ensure efficient workflow and best practices.
* Ensures the integrity of data and supports the Development team in other tasks as assigned.

***Qualifications and Requirements:***

* Bachelor’s Degree in a related field.
* Minimum of four years of leadership/management experience.
* Five to seven years of experience using Raiser’s Edge; expertise in managing gift processing and acknowledgment functions.
* Experience in a non-profit organization; human services or education preferred.
* Technical and database acumen with an ability to troubleshoot system and database issues.
* Detail oriented and highly organized with the ability to handle multiple tasks quickly and efficiently; excellent writing, proofreading and editing skills.
* Experience managing vendors preferred.
* Knowledge of Greater Giving, Salesforce, and NetCommunity desired.
* A self-motivated team player with excellent interpersonal and customer service skills to deal with a variety of personalities in a positive manner.
* A Valid drivers’ license and reliable transportation to Agape and local event sites.
* Passion for the mission of Agape.
* Ability to carry up to 10 lbs.