



POSITION TITLE: FUND DEVELOPMENT AND DATABASE MANAGER
DEPARTMENT: DEVELOPMENT
SUPERVISED BY: CHIEF DEVELOPMENT OFFICER

About the Position:

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 required. Incumbent will report to the Chief Development Officer and Development Operations Manager. This position functions as the administrative anchor of a growing development department. The position allocates 65% Raiser’s Edge database management and 35% individual fund development management, development office administration and clerical.

ESSENTIAL RESPONSIBILITIES

- Database management in Raiser’s Edge. Proficiency in functions will include Query, Export, Mail, Batch, Volunteer, Admin, Config, Dashboard and Net Community.
- Maintain donor database and ensure accuracy of gift entry
- Prepare queries and reports as requested to provide decision-making and tactical information
- Ensure all volunteer involvement is tracked
- Prepare and process donor acknowledgement letters weekly
- Prepare direct mailings including prepare mailing list, execute merge, print letters, gather components, and generate electronic corresponding mailings five to eight times each year
- Perform development department general administrative support.
- Provide event support as a member of the development team, working closely with the Volunteer and Outreach Events Coordinator on major fundraising events and local community outreach events. This may include attending events on occasional evenings or weekends.
- Ensures the integrity of data and supports the Development team in other tasks as assigned.
- Other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of three years of Raiser's Edge or fundraising software experience is required
- Proficiency in Microsoft Word and Excel 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

- 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).
- Experience in a non-profit organization; human services or education a plus.
- 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.
- Knowledge of Online Express, Greater Giving and Salesforce for credit card processing a plus, training available.
- A self-motivated team player with excellent interpersonal and customer service skills to deal with a variety of personalities in a positive manner.

DISCLAIMERS

- All of the above duties and responsibilities are essential job functions subject to reasonable accommodation
- This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management