



Manager, Raiser's Edge Database Systems

POSITION SUMMARY:

The Manager, Raiser Edge Database Systems is a critical member of the Annual Fund Team that reports to the Vice President of Development. This person works closely with the Development team as well as the leadership, staff, donors and volunteers of The Foundation. The individual must be able to provide various analytical reports and research-based information with regards to capacity, history, attrition rates of donors and prospects and pertinent factors as it relates to the Foundation's fundraising efforts. As an analytical thought partner, the database manager is involved with all aspects of the development database operations, including donor acknowledgment letters, generating fundraising reports, supporting events, campaigns and fundraising appeals. The individual will also manage and integrate online fundraising development systems, constituent engagement, email campaigns, digital marketing initiatives, and s/he must be interested in taking the development operations to the next level as the department grows. The manager also works closely with the finance team on weekly revenue reconciliations and provides support during the annual audit and fiscal budget preparation. Fundamentally, the manager must be willing to support the work, structure and systems for an effective and dynamic development department.

KEY RESPONSIBILITIES:

- The Manager is the custodian of our database with distinct and important responsibilities: 1) perform gift entry and maintain Individual, foundation, and corporate records; 2) manage and track pledges and revenue goals; 3) customize development and donor gift reports; 4) maintain a clean database; and 5) be responsible for the integrity and accuracy of data entry information in Raiser's Edge.
- Act as a thought partner with the VP, Development to fully understand and analyze the database and provide reports and analyses to measure results and recommend donor-based strategies aligned with the department.
- Works with Development team to create and document policies and procedures for database users to follow so that data integrity is maintained
- Generate fundraising reports, plan, track and report on revenue and projections weekly, monthly and annually.

- Analyze data and research names to identify major giving prospects from the pool of donors; work with officers on donor segmentation.
- Oversee and assist with gift processing, batch entry, donation coding, prepare back-up gift documentation, adjust as needed.
- Produce all donor acknowledgement letters, manage mailings and ensure donor-centric high-quality personalization of all communications.
- Maintain an efficient system for managing and tracking overall donor stewardship including proposal management, individual staff portfolios and monthly sustainers.
- Support events and fundraising appeals; process credit cards and online giving.
- Create and manage lists, set up effective systems to manage all gift entry and overall operations; create web-based general donation forms and sponsor/ticket forms, send email blasts, track event RSVP's, assist with donor pledges and acknowledgement letters and provide support at events.
- Reconcile revenue monthly with finance department. Provide support during the annual audit and fiscal budget preparation.
- Manage the Luminate system, work on engagement strategies, email campaigns, online fundraising, digital marketing and integration between systems.
- Maintain fundraising appeal source coding, take the lead on Luminate groups management and Luminate interest management. Assist with data segmentation queries, either in Luminate or Raisers Edge.
- Create and run queries, exports and reports from Luminate and assist with data analysis.
- Maintain existing data transfer process from Luminate into Raisers Edge, and Luminate to and from other online platforms.
- Other duties/projects as assigned.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree (B.A.) from four-year college or university; Seven to ten years related experience in a non-profit.
- Minimum 7-10 years' experience utilizing and managing databases in Raisers Edge, and related experience with Luminate.
- Must have experience working with crowdfunding and related platforms.
- Excellent written, verbal and inter-personal communication skills.
- Strong organizational and project management skills and detail oriented.
- Team player; able to multitask and thrive in fast-paced, entrepreneurial environment.

HIRING POLICY:

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of

thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

COMPENSATION:

Commensurate with experience

TO APPLY:

Please send cover letter, salary requirements and resume to:

hr@nywf.org

Or via mail to:

The New York Women's Foundation

39 Broadway, 23rd Floor

New York, NY 10006

Attention: Human Resources

NO TELEPHONE CALLS PLEASE.