

LOS ANGELES REGIONAL FOOD BANK
JOB AD

The Los Angeles Regional Food Bank was named the Los Angeles Business Journal's Organization of the Year in 2014. The award, in the category of nonprofits with an operating budget of greater than \$10 million, honors organizations that make a positive impact on the community. Join our team as we continue to impact the lives of over 1,000,000 people each year.

Job Title:	Development Database Manager
Status:	Exempt
Supervisor:	Director of Annual Giving and Donor Relations

Principal Function:

Responsible for database management and administration, donor records, data entry, data quality and integrity, data analysis, training and other donor relations functions that assist the development team in maximizing fundraising effectiveness.

Principal Duties:

Oversee and assist with gift processing; review and commit batches, code donations, prepare back up gift documentation, approve matching gifts and volunteer hours, make adjustments and perform data entry; Supervises the Development Assistant responsible for data entry and temporary staff during heavy giving season; Review daily and monthly reports for reconciliation with accounting department; Oversee and assist with all acknowledgement letters created in-house using Raiser's Edge mail function; Assist with prioritization of gift processing and acknowledging work load; Manage records and donor relations for monthly donor (sustainer) program; Import and export data to and from Raiser's Edge from various sources such as Luminate Online/TeamRaiser and lockbox, both manually and using Importomatic software; Develop and maintain queries/exports for direct appeals, communications, publications, events and projects; Collaborate with development team to track and report on fundraising progress and donor trends; Develop reports varying in complexity on an ad hoc basis; Maintain the overall integrity and quality of the donor database, including regular data improvement and hygiene, enforcement of database business processes and management of code values, business rules and other set-up functions of the database; Recommend and execute data enhancements such as wealth screenings and data appends.

Other Duties

Provide support and training in use of database, including orientation for all new development staff and specialized training in response to changing roles, business processes and database functionality; Collaborate with vendors and keep abreast of new database features and trends to maximize database optimization and performance; Respond to general donor questions regarding giving and concerns via phone and email; Submit requests for and coordinate temporary data entry staff as needed; Track supplies needed to perform donor relations functions and request orders as needed; Perform other duties as assigned by supervisor.

Qualifications:

Bachelor's degree in Business Administration and/or equivalent experience in a non-profit/development environment; 3 to 5 years of experience with Raiser's Edge database administration including data hygiene, data import/export, queries and data entry; 2 to 4 years of experience designing, developing and generating reports from relational database application; Proficient in use of Microsoft Office with advanced skills in Excel and Word; Excellent interpersonal, written and oral communication skills with the ability to work with both technical and non-technical users; Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through and simultaneously manage multiple priorities to ensure goals are met in a timely manner; Ability to work independently and collaboratively to accomplish responsibilities, goals and projects; Provide excellent customer service to both internal and external constituents; Strong analytical and problem-solving skills; Possess a positive and productive attitude; Passion for the advancement of the organization's mission; Commitment to the seven values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity.

Desirable:

Expert use of Luminate Online, TeamRaiser and Importomatic; Ability to troubleshoot software problems; Skill in training individuals in software applications; Knowledge of applicable tax laws, the fundraising process and the concept of donor relations.

We offer a competitive benefits package, including comprehensive medical, dental and vision plans; life insurance; Employee Assistance and long-term disability plans; flexible spending accounts and a 403(b) retirement savings plan. If interested in this position, please apply directly at jobs@lafoodbank.org. No phone calls; principals only.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check. The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer" that encourages minorities, females, veterans and those with disabilities to apply.