## Prevent Cancer Foundation
## Job Description

**Job Title:**                           **Database (Raiser's Edge) and Development Manager**
**Department:**                       **Development**
**Reports To:**                        **Managing Director of Development**
**Date Prepared:**                   **August 2015**
**Supervisory Responsibilities:**     **None**
**Budget Responsibilities:**          **None**
**Classification:**                    **Exempt**

**Summary**

The Database and Development Manager serves as the primary administrator of the Raiser's Edge (RE) donor database and gift processing. Primary responsibilities include; maintaining integrity of the Foundation's donor database, software updates and trouble-shooting, all gift entry, data processing and acknowledgment, running queries for stewardship mailings, tracking donor interactions within the donor database, running analytical reports, and providing general department support.

**Essential Responsibilities**

1. Serve as primary contact with Blackbaud and Foundation's IT provider (mindShift) for Raiser's Edge database, to implement updates, troubleshoot issues, in conjunction with the Finance department and Financial Edge.
2. Completes all gift entry (including online donations, wire transfers, direct-mail deposits, white mail, and in-kind donations) through RE batching.
3. Captures all donor information, including any tribute information to be entered using RE tribute module.
4. Downloads workplace and matching gift information (America's Charities, employer matching gift donations, etc.) to acknowledge donors.
5. Responsible for ensuring all donors are coded and tracked accurately, and timely, within database.
6. Maintain solicit codes/constituent codes/attribute coding system, update relationships as necessary, and ensure all soft-credits are given as necessary.
7. Works with Finance department on monthly reconciliations, ensuring gift entered are complete and accurate. Maintaining notebook for auditors of all pledges, matching gift, and pledges fulfilled each month.
8. Conduct weekly syncs between the Raiser's Edge and Convio (online giving through the website) databases. Syncs consist of importing new records and gifts, and updating records in RE with new information. *Convio module not yet released.
9. Manage donor acknowledgment process to ensure donors are acknowledged within 3-5 business days from the date the gift was entered. This includes completing and mailing all tribute notifications.
10. Complete any and all acknowledgement and/or follow-up paperwork sent in with contribution (i.e. matching gift request form, charitable acknowledgement form).
11. Organize and maintain donor files of corporate, foundation, individual and bequest gifts, including checks and letters from individual donations.
12. Comprise all mailing lists for annual fund and special event mailings based on applicable criteria using the various RE coding systems.
13. Produce queries and reports in support of development activities using the Query, Export and Report Functions, including weekly and monthly reports for development department to track fundraising results.

14. Produce annual honor roll of donors (including tribute list) for annual report.
15. Create and manage donor tracking systems (action tracks, dashboards, etc.) for donors at all giving levels.
16. Assist in bequest and planning giving paperwork as needed; complete charitable gift annuity mailings as necessary.
17. Maintain confidentiality of donor information.
18. Maintain the integrity of the donor database through accurate, consistent and routine maintenance and upgrades. Analyze and review applications and user needs; stay abreast of software updates and hardware recommendations, including quarterly NCOA updates.
19. Set up new users and assign security levels as determined by the Managing Director of Development.
20. Assist database users in the most efficient and effective use of the system; coach and troubleshoot as needed.

**Qualifications:**
- BA/BS with 2-4 years Raisers Edge or database experience in a nonprofit environment for fundraising and/or membership.
- Experience with Convio a plus
- Strong interpersonal, administrative and organizational skills.
- Strong project management skills.
- Ability to exercise sound judgment and decision-making.
- Proficient in data organization and manipulation, with close attention to detail and accuracy.
- Ability to handle competing priorities and prioritize workload.
- High level of proficiency in Microsoft Word, and Excel. Proficient in Microsoft Office Suite
- Ability to create and maintain files and operate basic office equipment such as phones, fax, printer, and photocopier.
- Excellent customer service, oral communications and writing skills.
- Comfortable working in demanding, fast-paced and deadline base environment.