

Puppies Behind Bars is seeking a temporary full-time Database Manager to work with its development department. The term of employment will be six months commencing as soon as possible (and covering the maternity leave of our permanent Database Manager, with overlap before and after), but there is a strong possibility that the position could evolve into a permanent role.

Puppies Behind Bars (PBB) trains prison inmates to raise service dogs for wounded war veterans and first responders, as well as explosive-detection canines for law enforcement. Founded in 1997, the organization has an annual budget of approximately \$2.5M. The Database Manager will have full responsibility for entering and tracking contributions in the Raisers Edge/NXT program. Extensive working experience with Raisers Edge is a strict requirement. Additional duties will include mailing donor acknowledgements, filing donation copies and backup materials, and running reports from the database for PBB's president, development director, and bookkeeper, as needed. Applicants should have strong overall computer skills, with proficiency in Microsoft Access and Excel. As a member of the development department, the Database Manager should have good writing and communication skills, and be able to effectively convey the organization's mission and goals to donors and members of the public. Additionally, PBB sells holiday cards and calendars, and the database manager is responsible for tracking sales and inventory, as well as helping the entire staff fulfill orders, as required. General office assistance may be required at times as well. Applicants should be very comfortable around dogs, as there are often numerous Labrador retrievers in the office.

Compensation will be based on a \$70,000 annual salary. Access to PBB's health insurance plan is available after 3-months (with 50% of charges covered by the organization). Should the position develop into a permanent one, a retirement plan with up to 3% matching is available after 6 months, as is a generous paid vacation plan.

Please submit a cover letter and resume to: Eric Barsness, Director of Development, Puppies Behind Bars, 263 W. 38th Street, 4th Floor, New York, NY 10018, or eric@puppiesbehindbars.com.