An Achievable Dream
Job Description

**Job Title:**          Development and Database Manager

**Reports To:**      Director of Development

**Date:**                March 2021

## Job Description Summary: (Purpose and Scope)

Reporting to the Director of Development, the Development and Database Manager will play an important role in An Achievable Dream's (AAD) fundraising and technology efforts. The Development and Database Manager will be responsible for ensuring AAD's donor and prospect data is well managed, accurate, robust, and enables our Development team and Development Committees to maintain strong donor relations and cultivate new donors in order to achieve our annual fundraising goal and targeted fundraising campaign goals.

The Development and Database Manager will also play a key role supporting development, event and communications efforts through list management and event attendance tracking.

A successful Development and Database Manager has a strong understanding of database systems (experience with Raiser's Edge would be ideal), analytical skills and ability, strong organization skills, is a team player, values relationships, and is committed to An Achievable Dream's mission and students.

## Expectation For All Employees:

Staff supports the organization's mission and vision, and aligns with the core values: Belief, Equity, Whatever It Takes, Partnerships, Relationships, Continuous Improvement, Systematic Impact, and Organizational Integrity.

## Essential Duties and Responsibilities:

Management of Development Database and Gift Processing

- Accurately maintain donor records and prospect information. This position will be responsible for the day to day management of the donor and prospect database. Management of the database will include the accurate entry and maintenance of donor information, ensuring database integrity and conducting regular database updates.
- Provide support for the organization's use of Raiser's Edge database, including production of various reports, mailing lists, etc.
- Manage the data entry and processing of all pledges, gifts, and contributions coming from multiple sources including checks (mail), credit cards (online), and stocks/wire transfer.
- Ensure that all foundation grant gifts are entered with appropriate payment and reporting schedules.
- Generate accurate, timely, and appropriately worded acknowledgment letters for all donations.
- Track and invoice all pledge payments.
- Reconcile database system with finance team.
- Maintain a strong electronic and paper filing system for gifts and pledges.
- Analyze data to identify trends and prospects to inform the direction of giving programs.
- Track and analyze success of different campaign approaches.
- Produce and distribute monthly pledge and grant payments reports.
- Establish and enforce standards for database and donor records including data entry and procedures, tracking, and coding systems.
- Create an internal database training and policy guide; establish quality control reporting to maintain the accuracy of ongoing data entry.

- Perform regular data integrity auditing and analysis, making recommendations for streamlining processes and undertaking data clean-up projects as appropriate.
- Assist Director of Development with the preparation of reports for Development Committee and Board Meetings.
- Track prospect responsibility and next steps for each Development Committee member and create action reports for each member to ensure follow up with donors and prospects after each meeting.

Grants and Prospect Research
- Maintain grant and report tracking system including grant proposal due dates, grant report due dates, and grants prospect research.
- Update Raiser's Edge with any grantor/funder changes and keep track of account passwords for grantor/funder accounts.
- Monitor grants email account.
- Prepare initial grant proposal or report document and file and save grant correspondence and final submission documents.
- Research and prepare written profiles of potential grantors/funders and individuals who may have a capacity to give.

Event and Communications Support
- Provide analytical support on fundraising and communication outreach activities including campaigns, social media outreach, etc.
- Provide support for fundraising, donor-focused, and PR events including preparation of outreach lists, managing RSVPs.
- Effectively track event data and information that is relevant and important for future fundraising efforts.

IT Support
- Serve as liaison between AAD and IT vendor and assist colleagues with IT support as appropriate.
- Oversee IT-related projects in the office as related to the network, computers, video conferencing system, etc.

**Qualifications:**
A Development and Database Manager should have 1-3 years of development, database, donor relations, IT and event experience. The ideal candidate has shown success effectively managing a database and extracting data for reporting purposes, has experience and exposure to the development process, and a track-record of strong attention to detail, organization, and analytical ability. Specifically, a successful Development and Database Manager has the following qualifications:
- A strong understanding of database and information technology systems (experience with Raiser's Edge would be ideal).
- Analytical skills and ability to understand and improve data architecture, manage data effectively, and extract data through reports.
- Excellent and unwavering attention to detail and accuracy.
- Strong organization and follow up skills.
- A strategic mindset to effectively support our development work through data and information.
- Able to take initiative and is proactive.
- Is a team player and values relationships of our team, board, and donors.

Ability to develop professional relationships in all aspects of the position that result in stable, consistent, reliable and courteous communication when dealing with other organizations.

Ability to problem solve and work independently in a changing and multi-tasking environment with numerous deadlines.

**Education:**
Position requires a bachelor's degree and between 1 -3 years' experience in development, database management, IT and /or related work.

**General Information:**
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

**Licenses/Certifications:**
None required

**Technical Skills:**
Required computer skills a must in the following programs: Raisers Edge or similar database, Microsoft Word, Excel, Power Point, word processing, spreadsheet manipulation and the ability to navigate the Internet.

**Working Conditions:**
Work is normally performed in a typical interior/office work environment. Work requires occasional nights and weekends.

**Physical Effort:**
Limited physical effort required.

**Environmental Conditions:**
Very limited exposure to physical risk.

**To apply, please visit www.achievabledream.org**