



Title: Database and Stewardship Manager

Reports to: Chief Development Officer

Work Location: Tom & Sherry Koski LaunchPad 2000 Webber St, Ste 130 Sarasota

Position Summary: The Database and Stewardship Manager is a key member of the development team, responsible for maintaining the integrity of the donor database, processing gifts, and ensuring that donors are acknowledged promptly and stewarded thoughtfully. This role is the architect of data integrity and donor stewardship systems that power fundraising strategy and decision-making, supporting the Chief Development Officer and Gift Officer with the data, reporting, and donor communications they need to build relationships and secure resources in support of the Education Foundation of Sarasota County's vision to unite the community to prepare each and every student for life.

DUTIES AND RESPONSIBILITIES

Systems and Database Management:

- Serve as the resident expert on Raiser's Edge NXT, maintaining system integrity and providing guidance and trouble-shooting to development staff.
- Ensure donor data is consistent, complete, organized, and stored securely.
- Manage all data entry, updates, and regular audits to ensure accuracy across constituent records.
- Develop and maintain database policies and procedures that support data integrity, security, and staff efficiency.
- Translate data into actionable insights that improve donor retention, upgrade rates, and campaign performance.
- Manage and resolve duplicate records and perform ongoing data hygiene.
- Continuously improve database structure, workflows, and automation to increase efficiency.

Gift Entry, Acknowledgments & Reconciliation:

- Accurately process all donations and pledges in RE/NXT, ensuring timely and complete recording of all contributions.
- Produce acknowledgment letters and tax receipts within 48 hours of gift receipt, maintaining EFSC voice and tax receipt protocol.
- Generate monthly pledge reminders.
- Manage the month-end close process, including data audits and reconciliation reporting in coordination with the business office.

Donor Stewardship & Engagement:

- Track and flag key donor milestones in RE/NXT, including giving anniversaries, cumulative giving thresholds, and first-time gifts, to support timely and personalized outreach.
- Draft donor correspondence on behalf of the Chief Development Officer, including thank-you notes, impact updates, and milestone acknowledgments.
- Coordinate the production and delivery of stewardship communications, ensuring consistency, accuracy, and alignment with EFSC brand standards.
- Ensure up-to-date action reports and engagement notes in RE/NXT following donor interactions by the development team.
- Ensure personalization and consistency across all donor touchpoints.
- Support donor stewardship events.

Reporting:

- Develop and distribute regular reports, including weekly revenue reports and campaign progress summaries.
- Produce queries, lists, and exports needed by development staff for mailings, events, and solicitations.
- Design and execute queries in RE/NXT that generate actionable insights to support fundraising strategy and decision-making.

Prospect Research:

- Conduct basic prospect research using Blackbaud ResearchPoint to assess donor capacity and giving history.
- Prepare straightforward donor profiles to support the Chief Development Officer and gift officer in preparation for meetings and solicitations.
- Stay current with prospect research tools and basic trends in the fundraising field.

Collaboration and Support:

- Work closely with the Chief Development Officer and Gift Officer as an integrated member of a small, high-functioning development team.
- Assist with special events and donor activities, which may occasionally require evening or weekend availability.
- Cooperatively accept other duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree or equivalent experience in nonprofit fundraising, communications, or a related field.
- **Minimum two years of hands-on experience with Blackbaud Raiser's Edge NXT required.**
- Proficiency with ResearchPoint or similar donor research tools.
- Strong understanding of gift processing, acknowledgment protocols, and donor stewardship best practices.
- Strong analytical skills with the ability to collect, organize, and present data with high attention to detail and accuracy.

- Excellent written communication skills, including the ability to write warmly and clearly on behalf of organizational leadership.
- Proficiency in Microsoft Office 365 (especially Word, Excel, PowerPoint, and Teams).
- Understanding of data privacy regulations and best practices in data management.
- Understanding of basic accounting principles preferred.
- Ability to manage multiple priorities and competing deadlines with follow-through and accuracy.
- Genuine care for donor relationships and a commitment to delivering a high-quality donor experience.
- Ability to work independently and as a collaborative member of a small team.

This role is ideal for a detail-oriented professional with growing expertise in development operations who is ready to take ownership of systems and stewardship execution within a high-performing team. This role will play a critical part in advancing the Foundation's upcoming campaign.

Education Foundation Core Values

At the Education Foundation of Sarasota County, we are guided by our core values:

I CARE about IT

- Integrity
- Candor
- Accountability
- Respect
- Engagement
- Improvement
- Thoughtful Innovation

These values guide us in how we work together, make decisions, and serve our community.

About the Education Foundation of Sarasota County

With more than 35 years of experience, the Education Foundation of Sarasota County clears the path for students to graduate and go further. We support students and teachers with the well-being, resources, and relationships they need to succeed. As the only nonprofit solely dedicated to students and teachers in Sarasota County, we offer a full range of services, driving innovation and strength for the entire community. Guided by philanthropy, the Education Foundation unites the community to prepare each and every student for life. (EdFoundationSRQ.org)

Apply

Interested candidates should submit a resume and letter of interest to:

careers@edfoundationsrq.org This is a full-time, exempt, salaried position with benefits. The salary range is \$65,000–\$75,000 annually.