



Transforming Parents' Lives. Improving Children's Futures.

Development Database Manager

Organization Summary

Warren Village exists so low-income, single-parent families can achieve sustainable personal and economic self-sufficiency. Having served nearly 4,800 children and parents since 1974, our Two-Generation (2Gen) approach transforms parents' lives, improves children's futures and strengthens the community. Our organization's holistic approach includes safe and affordable housing, parent services and advocacy, and early education and childcare.

Position Summary

The Development Database Manager (DDM) supports the Warren Village Development Team in the successful and effective implementation of its annual fundraising, volunteer, and communications efforts. The DDM is responsible for the oversight and administration of the team's database and processes, ensuring comprehensive data management, relationship and moves management guidance, and other team support and responsibilities. Warren Village seeks an experienced database professional who can immediately help guide the Development team through a database migration to Blackbaud's Raiser's Edge NXT. The DDM reports to the Vice President of Development and works closely with the Development and Finance teams.

Core Responsibilities

Database Management

1. Serves as primary manager of the development database and oversees all aspects of daily management including:
 - a. Accurately records, maintains, and updates all constituent data, attachments, notes, and other information
 - b. Collects, processes, acknowledges, tracks, and regularly reports on all contributions and pledges
 - c. Oversees data standards, processes, coding, cleanup projects, and ongoing improvements
 - d. Provides standard and ad hoc lists and reports
 - e. General database processing and data entry
2. Maintains data policies and procedures and trains all staff in donor database usage and backup coverage
3. Proactively identifies and suggests opportunities to enhance the quality and usefulness of constituent data
4. Serves as intermediary between Development and Finance departments for daily deposits, monthly reconciliation, and other regular reporting requirements

Fundraising, Relationship and Moves Management Support

1. Works closely with relationship managers to support all phases of the fundraising cycle through integration and automation with the donor database; maintain donor portfolios and opportunities; and analyze historical donor and giving information for strategic development of event, appeal, campaign, and outreach efforts
2. Facilitates and creates donor and prospect research information, approach considerations, and meeting preparation and follow-up materials
3. Works with the Manager of Foundation and Corporate Relations to ensure grant agreements and reports are processed, tracked and reported appropriately
4. Produces all necessary financial, opportunity, and activity dashboards, reports, and projections

5. Provides excellent customer service to supporters when updating information and answering questions

Other Support and Responsibilities

1. Works closely with the team for the timely generation and tracking of quality data for organizational mailings, solicitations, and outreach
2. Regularly invests in learning of current best practices related to the database, data management, and relationship and moves management activity
3. Contributes to organization-wide discussions regarding data management
4. Provides general administrative support to the Development team such as event assistance, volunteer integration, and other administrative duties as requested

Knowledge, Skills, and Abilities:

- Minimum of three years' experience in a non-profit Development Department
- Experience with Raiser's Edge required – NXT highly preferred
- Experience with and desire to manage database migration and process creation
- Experience and proficiency with Microsoft Office applications
- Proven ability to balance and prioritize workload and meet deadlines
- Exceptional detail-orientation, accuracy, organization, dependability and trustworthiness
- Well-developed and flexible interpersonal, communication and collaboration skills
- Ability to work well independently and in a team environment
- Knowledge of fundraising principles and techniques
- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Willingness and ability to work flexible hours as needed
- Committed to the mission and goals of Warren Village

Compensation and Benefits

- Compensation commensurate with experience
- 403(b) plan with company match up to 2%
- Group health, dental, and vision insurance (low to no cost premium plans offered)
- \$400 monthly stipend for health and other benefit costs
- Paid holidays – 9 to 10 per year currently
- Generous Personal Time Off (3 weeks per year in first year, 4 weeks in subsequent years)
- Generous sick time (8 days per year)
- Professional Development allocation

To Apply: Please send a cover letter and resume to: careers@warrenvillage.org. All applications are to be submitted electronically. To learn more about this position and our work, please visit us at www.WarrenVillage.org.

Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.