

Development Database Manager
Stroum Jewish Community Center of Greater Seattle

Description:

The Development Database Manager is a new position with the unique opportunity to build on current fundraising success and design and manage a strategic gift and prospect management system that will capture, maintain, analyze and report donor and prospect activity with integrity and accuracy. The Development Database Manager will be a strategic thinker and problem-solver eager to leverage the database and other technology to identify and support new and deeper relationships with donors, funders, community partners, members, and program participants.

The Development Database Manager will also provide advanced database oversight, administration, and analytics strategy to develop and implement the internal systems, procedures, and protocols to support a comprehensive, donor-centered and relationship-based fundraising program.

Essential Duties and Responsibilities:

- Create and maintain a donor and gift management system to support front-line fundraisers in the acquisition, cultivation, solicitation, and stewardship of donors and prospects at all giving levels.
- Analyze and report on fundraising activities, including web-based and direct mail appeals, workplace giving, special events, tributes and memorials, institutional funding, and major gifts.
- Document and implement Raiser's Edge user protocols, enhancements, updates, and trainings to ensure current, maximum, and efficient use of the software.
- Serve as the primary liaison between the development, technology, and marketing departments to provide accurate, segmented data for external communications.
- Research current and prospective donors using web-based databases and wealth screening services.
- Manage, generate, and supply accurate constituency lists and reports for departments throughout the SJCC.
- Work collaboratively with the finance department to produce accurate and timely monthly and quarterly bank reports, reconciliations, industry benchmark reports and analyses as requested.
- Oversee procedures for and accuracy of gift processing and acknowledgement, as implemented by the Development Assistant.

Supervisory Responsibilities:

This position does not have supervisory responsibilities, however, strong collaboration with the Development Assistant position is required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- Bachelor's degree (B. A.) from four-year college or university and at least three to five years of fundraising experience; or equivalent combination of education and experience.
- Highly developed and demonstrated understanding of database systems, with expertise in relational database queries, import/exporting, and reporting functions.
- Strong oral and written communication skills.
- Desire to combine teamwork and autonomy, always with a high level of professionalism and attention to detail.
- Strong customer service orientation.

Computer Skills:

- Demonstrated proficiency with Blackbaud NXT and Raiser's Edge is required.
- Demonstrated fluency in Microsoft Excel, Word, Outlook and Powerpoint is required.

Benefits: SJCC provides a generous benefits package that include insurance benefits, retirement benefits, and vacation and secular and Jewish holiday policy. In addition perks include a full family membership, discounts on school, camp and childcare programs and discounts on other programs and services.

Since we opened our doors in 1949, The Stroum Jewish Community Center welcomes everyone to learn, grow and celebrate. As the region grows and diversifies, we continue creating opportunities that help people make connections and find personal meaning through free and affordable programs in early childhood, summer camp, cultural arts, holiday, and health and wellness, regardless of ability to pay.

Please submit cover letter and resume to rinatf@sjcc.org with Database Manager in subject line. No calls please, only applicants selected for interviews will be contacted. Applications will be accepted until position is filled. For certain consideration, submit application no later than January 30, 2018.

Job type:	Full Time
Reports to:	Sr. Director of Advancement
Details:	Full-Time
Salary Range:	Min. \$55,000 to Maximum \$60,000
Application Deadline	1/30/2018
Address:	3801 E. Mercer Way, Mercer Island, WA 98040