



BOYS & GIRLS CLUB
OF GREENWICH

POSITION DESCRIPTION

Database Manager

For over 100 years, the Boys & Girls Club of Greenwich (BGCG) has offered Greenwich kids a safe place to learn and grow. Every day over 350 kids come to BGCG after school. Programs focus on academic enrichment, healthy lifestyles, and character development. In addition, the organization runs a summer program at its downtown location and at Camp Simmons.

The organization seeks a thoughtful and talented database professional who will help transition from eTapestry to Raiser's Edge and help take fundraising to the next level of success. Reporting to the VP of Development, this position serves as a key development team member and an active participant in BGCG's fundraising success. Additional database duties with BGCG member tracking system (MTS) included.

Responsibilities Include:

Gift Administration and Database Management:

- Manage all aspects of Raiser's Edge database and Blackbaud systems, maintaining accuracy and integrity and performing continuous updates and corrections as needed
- Lead gift entry, review daily transactions, and ensure appropriate acknowledgments
- Manage and produce all donor tax, in-kind, and tribute gift acknowledgments
- Generate weekly and monthly financial reports from RE and reconcile with the Finance team to ensure accurate and timely recording of fundraising income and expenses
- Ensure the accuracy of constituent data and information into the database, including assessment and creation of RE constituent coding, hierarchy, and gift code tables
- Perform database maintenance including, but not limited to, de-duping and system upgrades
- Troubleshoot and resolve Blackbaud and other application-related software issues for team members
- Assist in ensuring donor pages on the website are maintained. Track system documentation, policies, and procedures
- Help Administrative office with MTS data entry from programs. (BGCG will provide training)

Lists and Reporting:

- Create all queries, reports, and lists needed to support Development activities

- Work with Development team appeals and fundraisers to determine their needs and pull, segment, and analyze data/lists for their mail and email solicitations, stewardship touchpoints, etc.
- Provide data for reporting on prospects, donors, alumni, giving and events, as well as the status of appeals, campaigns, annual fund, and alumni relations management
- Utilize database expertise to support prospect research and qualification
- Ensure pledge protocols are followed and proactively prepare pledge reminders
- Collaborate with Marketing and Communications to pull mail and email lists for their e-newsletters, stewardship reports, etc.

Fundraising Support:

- Assist Development team with appeal mailings, including letter and envelope merges
- Assist with Capital Campaign record-keeping and gift entry
- Assist the Events team by tracking each event invitation and attendance in Raiser's Edge and providing post-event reporting
- Work with VP of Development and Finance to generate donor giving information for Annual Audit and Annual Report
- Occasional evening and/or weekend availability for day of special event support.
- Other duties as assigned

Required Qualifications:

- Bachelor's Degree
- Minimum 2 year's experience with Raiser's Edge in a non-profit environment
- Skill in strategic database segmentation
- Familiarity with reports in Prospect/Events/Tribute modules in Raiser's Edge
- Proficiency with Google Suite, Microsoft Word and Excel
- Working knowledge of Microsoft Office 365 Suite, including SharePoint, a plus
- Experience with mass batch import in CRM software
- Excellent written and verbal communication skills
- Excellent organizational skills and ability to prioritize tasks
- Strong attention to detail
- Strong interpersonal skills and demonstrated ability to connect with all members of the community and ability to solve problems by working collaboratively with stakeholders creatively
- Ability to maintain absolute confidentiality and the integrity of all aspects of information disseminated within BGCG
- Commitment to being part of a diverse, equitable, and inclusive community
- Preferred Qualifications:
- Previous experience in a non-profit setting

- Experience in annual giving, capital campaigns, special events, and/or constituent relations preferred

Please be advised that proof of COVID-19 vaccination is required prior to hire.

Interested candidates are invited to please submit a cover letter and resume.

TO APPLY CONTACT:

Emily Wakeling, VP of Development

Boys & Girls Club of Greenwich

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