



Brief Description of Organization:

Ronald McDonald House Charities New York Metro (RMHC NYM) is a not-for-profit 501(c)(3) organization that focuses on the critical needs of children by operating programs that provide families with access to pediatric healthcare on Long Island and allows the family unit to remain together during the stress and uncertainty of a medical crisis.

Position Title: Development & Donor Database Manager

Salary: \$60,000 - \$70,000

Key Databases:

- Blackbaud (Raiser's Edge and Raiser's Edge NXT – Development)

Responsibilities and Position Summary:

The Development & Donor Database Manager will be responsible for all aspects processing gifts and donations, writing, producing, and coordinating acknowledgment letters, the data entry and maintenance of the Raiser's Edge system, and creating reports with the highest level of accuracy related to the management of donor information. This position is responsible for assisting the organization in reaching its overall fundraising goals including being the lead staff for annual giving, foundation grant writing, stewardship, and cultivation of individual gifts under \$1,000, oversight of the corporate partnership program and support of overall annual giving campaign needs. This position also participates in prospect identification and donor research.

These responsibilities would include but are not limited to:

Gift and Donor Management:

- Managing Raiser's Edge donor database, including data import, maintenance, user accounts, global changes, gift entry, reporting queries and data clean-up projects with the main goal of providing current, consistent, and accurate data.
- Generating, editing, and processing gift acknowledgement tributes and pledge reminder letters and/or data files.
- Verify and research payments against pledges for proper allocation.
- Run gift reports when requested and produce gift and pledge acknowledgements with accuracy and within 72 hours of receipt of gift.
- Review and analyze data issues, reconcile transactions, and audit work completed.
- Combine and Merge duplicate records for Database clean-up.



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Financial:

- Provide charitable gift reporting, including but not limited to batch reports, monthly development reports, monthly stewardship reports, monthly solicitor activity reports and comparative reports.
- Data and gift processing
- Report gift and pledge information to Director of Finance and Director of Major Gifts.
- Produce weekly, monthly, annual, and ad-hoc reports for Development team, mailings and events.
- Review and Analyze data issues, reconcile transactions, and audit work completed.

Donor Development:

- Responsible for \$1-\$999 annual donors including cultivation, stewardship, retention, and expansion.
Responsible for grant writing and foundation relationships including research, application, tracking and reporting.
- Work with the Director of Major Gifts and the Development team to establish annual financial goals and strategies.
- Work with the Director of Major Gifts to maintain, steward, prospect and create new relationships with corporate and organizational donors throughout the funding area.

Additional Responsibilities:

- Administrative support as assigned.
- Support for event management team.
- Database liaison.
- Work with staff members on training and proper use of each database.
- Work with our IT company with support of our website, databases, etc.

Qualifications

- Bachelor's Degree
- Blackbaud experience
- Minimum three years' experience with data administration and donor management
- Familiarity with database queries and database management best practices.
- Excellent attention to detail.
- Problem-solving and critical thinking skills.
- Great multitasking abilities.



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To Apply:

Please send COVER LETTER AND RESUME to jbicierro@rmhcny.org. No phone calls please.

RMHC NYM offers a competitive compensation and benefits package, including employee health benefits, a matched 403(b) retirement plan, life insurance, disability insurance, flexible spending account, generous paid time off and professional development opportunities.

EOE.

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this position.