



**Jewell McFarland-Lewis Women's Resource Center**  
**Fresh Start Women's Foundation**  
**Job Description**

**Title:** Development Database Manager

**Reports to:** Vice President of Development

**Salary Range:** \$40,000 - \$50,000

**Position Type:** Exempt

**Organization and Mission:**

Fresh Start is a unique organization, offering a holistic approach to providing resources that can nurture any woman's personal and professional development at any stage of her life. The mission of Fresh Start Women's Foundation is to connect women and change lives through its many programs and services: Personal Development Services, Family Law Support Services, Library and E-learning Center, Education Services, Self-Esteem Services, Mentoring Program, and Career Services.

**Job Summary:**

The Development Database Manager will oversee the daily operation of the constituent database for Fresh Start Women's Foundation, which tracks donors, gifts, events, and prospect information. The Development Database Manager will be responsible for ensuring the accuracy and integrity of the database, donor receipt letters, reports and staff training and support. The Development Database Manager will provide support to staff by entering all donor payments and details, assisting with the creation of reports, providing training, developing and updating policies to guide data entry, reconciling to accounting system and making sure the database effectively captures constituent information and generates accurate financial and analytical reports. The Development Database Manager is responsible for communicating on a regular basis to ensure the donor database is effectively operating with other internal operating systems.

**Specific Job Responsibilities:**

- Manage Raiser's Edge donor database, including maintenance, user accounts, global changes, gift entry, credit card and check payments, reporting, queries, and data clean-up projects with the goal of providing current, consistent and accurate data.
- Develop and deliver clear and accurate reporting to ensure customer requirements of development and accounting team are met.
- Identify development opportunities through analysis of the database
- Create and implement up-to-date Standard Operating Procedures for entry and reporting to ensure all entries conform to procedures.
- Produce all mailing lists, pledge reminders, thank you letters and donor invoices from Raiser's Edge database for mailings such as invitations, newsletters, and direct mail on a timely basis.
- Support month-end close accounting activities such as reconciliation of information to accounting system and merchant processors and development database.
- Automate import and export of data in and out of Raiser's Edge and identify areas of opportunities for greater efficiency of data processing
- Excellent recordkeeping, writing, communications and interpersonal skills.
- The ability to prioritize and perform multiple tasks simultaneously.
- Extremely organized detail oriented and able to keep accurate records and follow up.
- Ability to act in an entrepreneurial manner taking initiative, being responsive to new opportunities and create value in the face of obstacles.
- Works independently and within a team on special non-recurring and on-going projects.
- Performs other duties as assigned or requested.

**Qualifications:**

- 3+ years related experience with relational databases and data management required, preferably in a non-profit setting.
- Prior experience with Raiser's Edge is highly preferred.
- Associate's Degree in business administration or related field, or equivalent experience.
- Prior experience in a development/fundraising office preferred.
- Computer application skills in: data entry, importing/exporting data, spreadsheets, managing databases is highly preferred.
- Excellent communication and teamwork skills

**Notice:** This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. The employee will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor. Fresh Start reserves the right to change this job description at any time. This job description supersedes prior job descriptions. Reasonable accommodations can be made for a disability that is affected by the above stated job responsibilities and/or qualifications.



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- Ability to hold information in confidence
- Demonstrated ability to learn quickly, be self-directed, and take initiative.
- Ability to work well with and to support a multidisciplinary team.

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