

## **Database and Donor Stewardship Manager**

### POSITION DESCRIPTION

The Database and Stewardship Manager is the steward of donor and prospect data and supports the use of that data as it relates to the goals of the Advancement and Communications Office at CBA. The position requires use of independent judgment, initiative, and discretion when working with confidential or sensitive materials or issues. The position may require occasional night and weekend work.

**JOB DUTIES:** The Database and Stewardship Manager participates as needed in all fundraising activities including donor and public relations, direct mail appeals, and special events.

- **Database Management / Donor Stewardship:** Oversees gift processing and stewardship, including entering and coding all donations (mail, web, event, etc.) and generating thank you letters. Ensures that donors are acknowledged using timely, effective, appropriate, and consistent methods. Possesses and grows expertise in data management. Manages all information contained in donor database and the organization of such information. Documents best practices, develops a training programs for all users, and enforces standards for data entry. Performs periodic maintenance to ensure that data is current and accurate. Creates mail and email lists as needed. Generates reports for various meetings as requested. Supports the creation of and creates fundraising reports, both internal and external, including donor lists. Anticipates data needs of peers and is proactive in supporting their work by providing accurate data in the format preferred.
- **Individual Giving Program:** Tracks pledges and pledge payments. Sends status updates and payment reminders. Produces reports on pledge status, payments to date, outstanding balances, and write-offs. Tracks planned giving commitments.
- **Prospect Research:** Supports the identification and qualification of existing donors and new prospects, including for planned gifts. Utilizes wealth screening information, conducts research, and creates briefing documents.
- **General Activities:** Works in a team environment on department activities and initiatives. Oversees the cataloging and preserving of CBA Archives. Provides the administrative support for the full office, including maintaining inventory, ordering supplies, processing mail, answering telephone phone, greeting visitors, etc. Works closely with the Director of Special Events and Programs to support the Corvette raffle; the Lasallian auction, especially ticket processing, and volunteer management; and alumni events. Other duties as assigned by the Vice President of Advancement.

**QUALIFICATIONS:** The candidate must possess strong written, oral, and interpersonal communication skills; excellent organization skills including multi-tasking; the ability to thrive in a team-oriented environment; and excellent computer skills. Familiarity with Microsoft applications is essential, as are data analysis, segmentation, and research skills. **Expertise in Blackbaud Raiser's Edge is desired.** The candidate must hold a Bachelor's degree or better in an appropriate field and at least three years of work-related experience.

**OTHER:** Full-time, salaried position with full benefits. Reports to the Vice President of Advancement. The information above reflects the general duties considered necessary for the position of Database and Donor Stewardship Manager, but should not be construed as a detailed description of all work requirements. **Send resume and cover letter to [amosley@cbsyr.org](mailto:amosley@cbsyr.org)**