



[Full-time, hybrid]

The Progeria Research Foundation (PRF) is the only organization in the world dedicated to discovering treatments and the cure for Progeria and its aging-related disorders, including heart disease, through medical research, outreach and education. Progeria is a rare, fatal “rapid-aging” disease that afflicts children worldwide who, without treatment, die of heart disease at an average age of 14.6 years. Please visit our website to learn more about Progeria and PRF at www.progeriaresearch.org. Be part of our exciting mission to find the cure for these inspiring children!

Who We Seek

A passionate, enthusiastic, and analytical individual who is excited about data integrity, loves to improve workflow and can reform donor data processes.

Position Summary

The Donor Database Manager (DDM) plays a critical role in The Progeria Research Foundation’s (PRF) fundraising programs, donation processes and data management as an integral member of the Development team. The DDM will be responsible for the storage, management, analysis, distribution, and integrity of all data; provide essential data support for all fundraising initiatives and donor cultivation research; will build out best practices policies and procedures as well as maintain streamlined processes of gift entry, and donor acknowledgement. The DDM may be called upon to enter donations, complete administrative tasks and perform certain duties related to special events and/or projects. The DDM will work in close collaboration with colleagues as well as oversee tasks performed by Data Processor/Specialist.

Responsibilities

- Manage and maintain the organization's donor database (Donor Perfect)
- Support the organizations strategic use of data to further goals and objectives related to donor and prospect cultivation
- Review operational processes and provide continuous improvements for procedures and strategies. Update internal policy and procedural documents as needed to reflect changes in PRF's operations.
- Act as an internal trainer
- Ensure consistent coding and create new codes when necessary.
- Assist with oversight of daily data entry and manage biographic and demographic constituent data.
- Maintain tools to track and report progress towards individual and team development and campaign goals.
- Work with bookkeeper to ensure timely reconciliation of Quickbooks and Donor Perfect

- Track and download reports for all donations received on third-party sites, ie Paypal, GivenGain, Run Signup, etc.
- Manage Constant Contact bounces.
- Design reports and queries for mailings/invitations, donor lists, events, etc.
- Oversee all constituent data entry and ensure constituent profiles are up to date and accurate
- Evaluate the need for and recommend system upgrades, fixes, plug-ins, etc.
- Ensure the integrity of philanthropic data, perform routine queries and audits to maintain accuracy.
- Perform other related tasks as assigned.

Qualifications

- 5 years of experience with database management in a nonprofit setting.
- Bachelor's degree in nonprofit management, marketing, communications or a related field (or equivalent experience of fundraising and its processes) a plus.
- Working knowledge of best practices in donor data management required.
- Experience with Donor Perfect, queries, data base management including data integrity and gift processing strongly preferred.
- Exceptional computer skills with all Microsoft Office programs.
- Excellent working knowledge of fundraising information sources.
- Exceptional project management, analytical, communication, organizational, detail- oriented, interpersonal, delivering presentations and research skills required.
- Commitment to the highest standard of ethical and professional conduct in accordance with the Association of Fundraising Professionals Code of Ethical Principles and Standards, The Donor Bill of Rights, and HIPAA, required.
- Ability to work well both independently and as part of a team

Benefits

- Medical and Dental Insurance
- Paid Time Off
- 401K Plan
- Bonus Pay

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference check.