

## RMHC DAYTON JOB DESCRIPTION

JOB TITLE: Database Development Manager  
SUPERVISOR: Development Director  
POSITION TYPE: Full-Time  
CLASSIFICATION: Non-exempt, 40 hours/week  
SALARY RANGE: \$49,165 - \$61,457 - \$73,748 plus benefits



Keeping families close

### POSITION SUMMARY

The Database Development Manager is accountable for effectively maintaining the constituent management database in support of RMHC Dayton's programs and activities. This position will standardize and continually enrich the information available to RMHC Dayton about its constituents, ensuring correct entry in the database and supporting regular auditing to ensure data integrity.

### COMPETENCIES

- Be a flexible team player willing to collaborate
- Demonstrate strong attention to detail with high degree of accuracy
- Possess good customer service skills
- Demonstrate excellent problem solving and time management skills
- Have strong organizational skills
- Be self-motivated
- Be able to work well under pressure and manage multiple projects and deadlines
- Be able to work with sensitive and/or confidential matters

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the constituent management database to include recording all donations, updating records, executing gift thank you/acknowledgements in a timely fashion, producing special reports, monitoring grant status, managing recurring gifts/pledges for annual fund and capital campaign, among others
- Manage and produce reports, queries, and lists from Raiser's Edge as required and requested
- Keep track of outstanding pledges, produce and send reminder letters to donors
- Manage credit card gift processing and documentation
- Create funds, campaigns, and appeals in line with the organization's structure and the Finance Department coding system
- Support annual events by processing gifts and creating online registrations and donation pages utilizing Online Express
- Work with direct mail company to create lists and gift reports for direct mail campaigns
- Work closely with CFO to provide reports and documentation for financial reconciliation and accuracy between the accounting database and Raiser's Edge
- Reconcile and close monthly development financials on time
- Complete paperwork, initiate and follow up on Matching Gifts
- Maintain accuracy of constituent information by performing periodic auditing/data cleanup
- Develop and implement plans and procedures to improve the integrity and use of the database, including by not limited to, wealth engine screening and data append services
- Assume additional responsibilities as requested

### QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or equivalent plus two to three years of non-profit experience
- Two to three years of experience with Raiser's Edge
- Advanced Microsoft Office Skills including high proficiency in Microsoft Excel

*Submit resume and cover letter to [hr@rmhcd Dayton.org](mailto:hr@rmhcd Dayton.org). No phone calls, please.*