



## Database Manager

**Join an organization that empowers people to turn their ambition into opportunity.** Northwest Association for Blind Athletes (NWABA) is on the cusp of an exciting time of growth as a regional organization with a mission to provide life-changing opportunities through sports and physical activity to children, youth, adults, and military veterans who are blind or visually impaired.

**We are committed to cultivating opportunities for individual and organizational growth.** Energized by an entrepreneurial spirit and the drive to excel, NWABA invests heavily in the people and resources needed to successfully deliver on our mission. Looking to the future, newly renovated offices in downtown Vancouver are equipped to tap into the tools and technology necessary to expand our presence and impact in Oregon, Washington, Idaho, Montana, and beyond.

At NWABA, we operate with full transparency, bringing honesty and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. And we bring steadfast determination in pursuit of our mission and our goals. Our next Database Manager will embrace our values, champion our mission, work with passion, and deliver results.

***"It has been a complete joy to work with the team at NWABA. This position plays a critical role in supporting the great work of NWABA, from fundraising efforts to executing excellent programming across the Pacific Northwest. You will thrive here if you enjoy working with happy, dedicated, and smart individuals."** – Caitlin Wilde, outgoing Database Manager*

### **Compensation & Employee Benefits**

- Salary range of \$48,000 to \$53,000 based on experience
- Full-time, exempt position
- Full medical, dental, and vision coverage with supplemental insurance options
- 403(b) retirement plan with 3% NWABA match
- Subsidized transportation allowance
- Regular employee celebrations and events
- 7 paid holidays
- Generous PTO
- Office located in the heart of Vancouver, WA, close to restaurants, coffee shops, trails, and parks

### **Professional Growth**

- Foster a robust learning and growth culture
- Performance evaluations including after the first 90 days and then annually
- Training to advance relevant professional skills

### **Your Opportunity**

We seek a detail-oriented and forward thinking **Database Manager** to join our growing development team. The Database Manager is an essential member of the Development Team, responsible for data systems

management, gift processing, and donor stewardship. This position is supervised by the Director of Development and works closely with the Marketing and Communications Coordinator, Events and Corporate Engagement Coordinator, NWABA's Executive team, and program staff. This is an opportunity to support as well as actively engage in the growth and direction of the organization's work

**Core functions of this role include:** managing and maintaining donor database; gift processing and acknowledgment; assisting with donor stewardship; and procuring in-kind donations for special events.

### **Responsibilities:**

#### **Donor Database Management and Maintenance (50%)**

- Oversee and manage the daily operation of eTapestry. Responsible for ensuring the accuracy and integrity of the data, including input and output, technology management, and end-user training and support.
- Develop and maintain efficient systems for data cleansing, data entry, gift processing, prospect research, and relationship management.
- Maintain donor records regarding information changes
- Log communications, solicitations, and other contacts to donor records.
- Manage the system for tracking donor assignments in eTapestry.
- Design and coordinate new staff orientations for eTapestry.
- Produce reports on fundraising campaign performance; update revenue tracking spreadsheets as needed; produce customized donor and gift reports as requested.

#### **Gift Processing Management (30%)**

- Enter all gifts received into the database and update gift-related donor records.
- Ensure timely and appropriate acknowledgment of all gifts, including preparation of thank you letters.
- Manage all pre- and post-event transactions, including processing and data migration.
- Reconcile donations on a monthly and annual basis with Accounting.
- Monitor recurring gift portfolio, ensuring that monthly gifts are on schedule. Follow up with donors when electronic payment information needs to be updated.
- Monitor current and overdue pledges.

#### **Events & Donor Stewardship (20%)**

- Manage in-kind procurement of auction items.
- Responsible for guest registration at fundraising events.
- Act as the first point of contact for donors and others requesting information or assistance from NWABA.
- Assist the Development Team with implementing the annual communications plan, including direct mail appeals, newsletters, social media, and other communications.
- Support in customizing mailing lists, email lists, and reports that support fundraising appeals, activities, and events.

### **Desired Knowledge, Skills and Abilities**

- Bachelor's degree and a minimum of 2-3 years of experience working with nonprofit donor databases.
- Experience with and knowledge of database management best practices, including database clean-up and maintenance.
- Extremely high attention to detail, while maintaining efficiency.
- Proficiency with mail merges, data import/export, mailing list generation and processing.

- Proficiency with financial reconciliation and donation tracking.
- Excellent verbal and written communication skills.
- Excellent customer service skills when talking with donors and volunteers by phone and/or at events.
- Ability to maintain strict confidentiality and adhere to high ethical and professional standards.
- Highly organized and able to track and manage multiple projects simultaneously; including ability to prioritize work projects and meet deadlines.
- Proficiency with Microsoft Office Suite.
- Ability to lift and carry up to 40 lbs. including tandem bikes, kayaks and sports equipment.
- Ability to travel approximately 15-20% of time as needed throughout our service area (WA, OR, ID and MT) including air travel.
- Ability to work some evenings and weekends when required throughout the year.
- Must possess a valid state-issued driver's license and be comfortable driving organization-owned vehicles in support of job responsibilities. Ability to pass a background check, including MVR.

### **Preferred Qualifications**

- Proficient in eTapestry, Raiser's Edge, or Salesforce.
- Experience with event management software (i.e. Greater Giving) including registration and payment processing.
- Advanced Excel skills.
- Advanced reasoning abilities to effectively understand the needs and solutions for special data projects and unique requests.
- Able to utilize a methodical approach to independently identify issues, initiate solutions and to enhance processes and procedures.
- Basic project management skills, including ability to create an implementation/roll-out plan, identify and track milestones, track and manage deliverables.

### **Application Instructions**

*For consideration, please send **all** of the following to **recruiting@nwaba.org**:*

- 1. Your résumé and**
- 2. A cover letter**

*In your **cover letter**, please share the following:*

- *Why are you interested in working with **Northwest Association for Blind Athletes**?*
- *How do your strengths and skills align with the Database Manager position?*