



## **DATABASE AND PHILANTHROPY MANAGER JOB DESCRIPTION**

**Position/Title:** Database and Philanthropy Manager

**Position Type:** Exempt / FTE

**Reports To:** Chief Development Officer

Growing Home is a nonprofit organization based in Westminster, Colorado. We envision a thriving, healthy, and equitable north metro Denver for all. In partnership with those who live in the community, we advance equity in food, housing, parenting education, and lifelong stability to create lasting change for today and the future. Our model makes us a leader in the two-generation approach to poverty alleviation and community equity.

### **General Purpose:**

The Database and Philanthropy Manager is responsible for developing, implementing, and tracking the success of a donor cultivation and stewardship plan that will enhance and grow revenue. This role ensures effective utilization of the donor database to inform identification, cultivation, solicitation, and stewardship of individual and major donor prospects. The Database and Philanthropy Manager will focus on new donor development and advancement of current donors to higher giving levels. This includes data entry, report generation and data analysis, and general database administration responsibilities. This role provides excellent relationship management and customer service to current and prospective donors, including regular phone calls, written communications, and timely responsiveness to requests and inquiries.

Growing Home is looking for someone who is both data-driven and an effective relationship builder. This individual will be able to balance fundraising priorities with a commitment to all development activities being grounded in a community-centered approach with diversity, equity, inclusion, and belonging in mind. This individual will help ensure Growing Home has the fiscal resources needed to fund operations, programs, and strategic growth. This individual must be able to work both independently and collaboratively, with a talent for building strong and productive relationships both internally and externally.

### **Responsibilities:**

#### **Donor Database Management**

- Serve as donor database administrator, overseeing policies, procedures, and automated processes to ensure the efficient flow of data, smooth integration between and among systems, and the confidentiality and security of constituent information
- Conduct data entry and maintain donor database to ensure accurate information
- Record gifts, oversee thank you correspondence ensuring donors are thanked in a timely and meaningful fashion relative to their level of giving, and keep organized donor records
- Produce monthly fundraising, donor moves management, and key performance indicator reports
- Run donor analysis queries and reports through Raisers Edge NXT, collaborating with staff to create and manage queries and reports based on specific requests
- Analyze data and generate key metrics to assist with strategic decision-making and support the needs of the organization

- Lead internal training on donor database, providing effective instruction and good customer service so staff in the organization are empowered to use the custom Blackbaud CRM database to meet their professional responsibilities and the organization's overall goals
- Supervise and organize the monthly reconciliation and year-end donor summary of dollars raised to ensure accuracy with accounting and as required by the IRS and in alignment with best practices

### **Donor Relations**

- Build and carry out a donor cultivation and stewardship plan that establishes a cohesive calendar of cultivation, solicitation, and stewardship efforts that achieve annual giving goals
- Develop and carry out a moves management plan for key donors and prospects within portfolios
- Establish and assign donor portfolios to Development staff and Leadership Team members, including scheduling meetings as needed; facilitate and manage plans to cultivate relationships with donors to further engage with Growing Home
- Manage and coordinate donor cultivation events including, but not limited to tracking of attendee responses and coordination of location and vendors as needed
- Manage stewardship and cultivation activities that utilize a variety of channels (e.g. direct mail appeals, electronic solicitation, days of giving, workplace giving, and social media campaigns) to communicate with potential and current donors
- Identify and attend community and networking events to represent Growing Home's mission as needed
- Conduct public presentations to civic groups, interfaith-based partners, schools, businesses, etc. as needed in both English and Spanish
- Supervise Development Department interns and volunteers as needed, contributing to organization's value of learning

### **Job Qualifications:**

- 3 to 5 years successful experience in nonprofit fundraising and communications
- Expertise in database management; experience with Blackbaud products (Raisers Edge and RE NXT) preferred
- Proven track record of increasing revenues through cultivation and moves management of donors
- Demonstrated ability to develop, advance, and sustain positive relationships with diverse populations
- Quantifiable experience in identifying and stewarding individual donors and implementing annual fundraising plans
- Strong relationship building as well as advanced written and oral communication skills
- Organized, enthusiastic, efficient, and committed personality able to work independently and collaboratively
- Attention to detail balanced with ability to recognize larger picture in relation to program/organizational trends
- Strong understanding of and experience with Microsoft Office Suite
- Self-starter who can manage multiple, competing deadlines
- Passion for anti-poverty work and social justice
- Desire to be a part of an innovative, fast-paced organization and development department
- Bilingual (English/Spanish) preferred

### **Hours of Work & Location:**

- Hours of Work: This position is full-time, 40 hours a week. Work will generally be completed Monday-Friday, between 9am-5:30pm, with some evenings and weekends required. After a

suitable period of employment and dependent on job duties, hybrid work locations and schedule may be permitted.

- Location: Work will primarily be performed in the Growing Home offices, with some local travel required.

**Salary and Benefits:**

- \$55,000-\$60,000
- Health, medical, and dental insurance
- Company paid life insurance
- Paid vacation, sick days, and holidays
- Paid wellness time and mental health consultant
- Optional 403(b) plan with 5% match after 1 year
- Professional growth and development opportunities
- Employee wellness program

Growing Home is committed to an inclusive workplace. We are an equal opportunity employer.