

JOB TITLE: Donor Research and Database Manager

CLASSIFICATION: Non-Exempt

SALARY GRADE: 5

DATE: 10/19/2022

REPORTS TO: Chief Development and Marketing Officer

SUMMARY/OBJECTIVE

The Donor Research and Database Manager is an important contributor to crafting a positive donor experience. They will manage and maintain the ongoing use of the organization's Donor Perfect database, work to improve quality of data and usage of Donor Perfect and implement a robust prospect research initiative. The position will focus specifically on the daily management and hygiene of the Girl Scouts of Western Ohio constituent database, providing reports from constituent data, management of gift entry and donor acknowledgements and other constituent correspondence, and close coordination and cooperation with the development team. The position will also work with the Fund Development staff to perform prospect research. This position assists in donor communication, stewardship, event coordination and support tasks as needed.

ESSENTIAL FUNCTIONS

1. Provide database administration to assure the donor database supports the transactional and informational needs of the Girl Scouts of Western Ohio, including gift entry, coding structure, donor contact information and all quality database quality control.
2. Implement a system of reporting and coordination to ensure the most current information is contained in the system. Collaborate with other departments to perform data imports/exports.
3. Provide standard and ad-hoc reports and mailing lists, as needed, for event invitations, annual appeals and solicitations.
4. Develop and implement procedures for producing and maintaining accurate Prospect Research.
5. Support all fund development special events including one large-scale fundraising event and smaller donor stewardship events. Attend events as required.
6. Manage donor stewardship plan, including tax receipts, gift acknowledgments, thank you cards, etc.
7. Serve as the primary team contact with the Council's Finance Department to ensure all records and reporting is in accordance with best practice accounting principles.

COMPETENCIES

1. Time Management
2. Information Management
3. Customer Responsiveness
4. Interpersonal Relations
5. Organizational Skills

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL

Travel, which is rare, is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in related field (Business, Communication, Marketing)
- Minimum of three years' work experience or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.
- Strong database administration skills and computer proficiency
- Experience in working with fundraising software

PREFERRED EDUCATION AND EXPERIENCE

- Highly proficient in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Superior attention to detail; strong analytical abilities and administrative and organization skills.
- Excellent time management skills with ability to balance multiple priorities. Ability to organize own workload to meet established priorities with minimal supervision.
- Ability to work in a team environment with commitment to contributing to the organizational goals.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must possess a valid state driver's license and functioning vehicle for work within the Girl Scouts of Western Ohio region. Successful completion of fingerprinting and a criminal background check as required by Ohio law. Commitment to making a difference in girls' lives as expressed in the Ends statements; mission and goals for girls, as noted in the Board Policy Manual.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and


occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.


OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Human Resources: 

Chief Executive Officer: 

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

*When considering an applicant with a disability, the council will conduct an individualized analysis and assessment of the applicant's ability to perform the current functions of the job, with or without accommodation, in accordance with the requirements of state and federal law. The function, requirements, and conditions under which this position is performed are subject to change as the council's business needs require.