



**JOB TITLE:** Development Data Manager  
**DIVISION:** Administrative  
**Details:** Full-time, non-exempt, year-round position with paid holidays & 4-days/week summer  
**REPORTS TO:** Director of Development

### **POSITION SUMMARY**

Supports the Development Office through the skilled use of the Raiser's Edge database. Focus on gift processing, recording and acknowledgment. Includes data clean up, data input, queries, and reports.

### **RESPONSIBILITIES**

#### **Database Management**

- Manage the Raiser's Edge database, including data entry, data extraction, data purging, data clean-up, and data enhancement.
- Record mailings to all constituents (appeals, event invitations, acknowledgement letters) on their constituent records
- Utilize Omatic program to import/link records from Education Edge to Raiser's Edge
- Enter new constituent records and update information as needed
- With input from the Development Office – establishes policies for data entry and confidentiality.

#### **Gift/Pledge Management**

- Enter gifts/pledges into the database
- Add acknowledgement letter templates to the database
- Generate gift/pledge acknowledgement letters on a timely basis and revise letter templates as needed for special situations
- Recognize when a donor has already received a certain acknowledgement letter (because they already gave earlier in the year), and provide unique wording
- Manage in kind gifts and in collaboration with the business office
- Ensure donor is credited properly, based on what amount of their gift is tax deductible
- Prepare endowment deposit sheet and mail endowment checks to the Fidelity endowment account
- Audit gift entry quarterly with the business office
- Provide documentation to business office and auditors
- Generate a weekly report of gifts, actions and notes for the Development Office weekly meeting
- Verify and approve requests from matching gift companies
- Complete and mail forms when donors request verification of our nonprofit status
- ensure long term pledges are confirmed in writing for the business office and the auditors
- Generate pledge payment reminder letters
- Write off pledges as needed
- Provide pledge information to the business office for "booking" them to the next fiscal year

#### **Reporting**

- Generate year to date comparative reports
- Generate fiscal year end reports
- Generate pledge installment reports
- Create the quarterly Development Dashboard
- Create other queries/reports as requested by Development Staff
- In partnership with other Development Staff provide data for the annual NAIS DASL report



### **Business Office Partnership**

- Generate monthly credit card reports (Blackbaud and Greater Giving) to be reconciled against the operating account bank statement
- Generate monthly payroll deductions report to be reconciled against ADP
- Generate report of endowment gifts that need to be transferred between the operating account and the Fidelity account
- Work with Accountant to reconcile our databases monthly

### **Provide Mailing Lists / Email Lists**

- Includes appeal mailings, notification mailings, and other mass mailings
- Build queries to group constituents according to the purpose of the mailing
- Create exports to output the proper fields for the mailing
- Add appeals/actions to constituent records, to keep a record of the mailings we have sent them
- If the mailing pertains to an event, create an event record in the database to track RSVPs and attendance.

### **Annual Fund – The Fund for Denver Academy**

- Generate donor profiles (for figuring “ask” amounts”)
- Enter target ask amounts into the database for every donor
- Generate segmented donor sheets
- Enter pledges from phonathon

### **Stewardship**

- Generate donor contribution statements at the close of the calendar year as requested
- attend donor stewardship events & assist as needed

### **Other:**

- Manage the Development Office account at the post office, and mail checks for business reply mail and permit renewal
- Receive all Blackbaud Raiser’s Edge invoices, investigate and submit to Development Director for payment
- Represent Denver Academy at the quarterly Denver Raiser’s Edge User Group
- Participate in the DA Blackbaud Users Group
- Provide tech support to Development Office on the Raiser’s Edge database

### **Qualifications:**

- Associates degree or higher
- 1-2 years of related development experience for a nonprofit preferred
- Required skills: proficient with Blackbaud Raiser’s Edge including event module, research point and onMessage

### **Qualities:**

- Ability to prioritize and manage multiple tasks
- An eagerness to learn new tasks and approaches
- Committed to confidentiality

**How to apply:** Please send cover letter and resume to Karen Lozow - Denver Academy Development Director at <mailto:klozow@denveracademy.org>.



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