

Job Description: Philanthropy Operations & Database Manager

About United Way of the Greater Triangle: United Way of the Greater Triangle (UWGT) is on a bold mission to invest in community-driven solutions that advance racial and economic justice. UWGT is building a team to facilitate meaningful cross-sector collaborations, cultivating partnerships to realize this mission and a greater, more just Triangle community. If you're passionate about justice, relationship-building, and creating sustainable change, join us as our next Philanthropy Operations & Database Manager.

Position Overview: The Philanthropy Operations & Database Manager is a pivotal role in supporting UWGT's fundraising efforts by ensuring the integrity and functionality of the Andar 360 database and other essential fundraising technologies. Reporting to the Chief of Philanthropy, this position manages data entry, reporting, system integration, and donor communications. The role also provides expert guidance on donor stewardship platforms and ensures best practices for database management. In this role, you'll collaborate closely with the Philanthropy, Finance, and Outreach teams, as well as external vendors, to drive accurate and efficient data management that supports impactful community engagement. If you have a strong understanding of fundraising operations, data analytics, a commitment to best practices for database management and are passionate about our mission, we want you to apply!

Core Responsibilities:

- **Database Administration & Data Integrity:** Serve as the Andar 360 expert, ensuring accurate and updated constituent records, training staff, and maintaining data integrity through audits and collaboration with Finance. Manage relationship with Andar 360 representative.
- **Fundraising Technology & Campaign Management:** Manage ePledge campaigns, donor communications, and campaign logistics, ensuring compliance with data policies and accuracy in reporting.
- **Donor & Corporate Stewardship:** Segment donors for targeted stewardship, manage personalized engagement campaigns, and track donor interactions to strengthen relationships and retention.
- **Prospect Management:** Research and maintain a prospect pipeline, tailoring outreach for key segments and providing regular updates to the Philanthropy Team on potential high-impact donors.
- **Data Analysis & Reporting:** Build queries and generate reports to analyze fundraising metrics, providing insights to guide campaign strategy and organizational priorities.
- **Third-Party System Integration & Data Management:** Ensure seamless data integration with third-party systems, coordinating with vendors and Finance for accurate records.
- **Project Management & Administration:** Oversee campaign logistics, manage direct mail processes, and support the Chief of Philanthropy and external vendor relationships for smooth operations and strong relationship management.

Required Competencies:

- **You're Passionate about Economic + Racial Justice.** You are committed to UWGT's vision and values, demonstrating this in every interaction.
- **You're a Database Wiz.** With a proven record in database management and fundraising technology, specifically Andar, you ensure data-driven decision-making.
- **You Obsess about the Details.** Your meticulous attention to data integrity, project management, and donor communications drives accuracy and effectiveness.
- **You're a Skilled Analyst.** Proficient in data collection and analysis, you provide insights to support strategic fundraising initiatives.
- **You're a Dream Teammate.** You value diverse perspectives and foster productive partnerships with internal teams and external vendors.

A Glimpse Into Your First 90 Days:

- Get to know the UWGT team, our history and impact in the Triangle.
- Demonstrate expertise in Andar 360 and UWGT's key donor data processes
- Familiarize yourself with UWGT's fundraising goals and practices.
- Develop data reports on donor engagement and retention metrics to support the upcoming fiscal year's goals.

Other Requirements:

- 3-5 years of experience with donor databases or CRM systems, preferably Andar, in a nonprofit environment.
- Proficiency with data analytics tools, queries, and reporting.
- Strong knowledge of Microsoft Office Suite and experience with direct mail and donor communication management.
- Strong organizational, communication, and problem-solving skills.

Application Process: Excited about this role? **Submit your resume and cover letter to jobs@unitedwaytriangle.org by December 6, 2024.** The salary range for this position is \$54,000 - \$75,000, complemented by a generous benefits package, including medical, dental, 401K matching, and a hybrid work environment.

Diversity, Equity, and Inclusion Statement: United Way of the Greater Triangle is dedicated to fostering an equitable and inclusive environment. We strive to create equal opportunities, promote civility, and respect diverse voices across our organization and the Triangle community.