



## Audubon Society of Rhode Island

### Donor Database Manager

Raiser's Edge Donor Database Manager upholds the critical role of maintaining the Raiser's Edge donor database and tracking all revenue/expenses for the development department at the Audubon Society of Rhode Island.

Working closely with the Senior Director of Advancement, the Raiser's Edge Donor Database Manager is responsible for the performance, integrity and security of the organization's Raiser's Edge database, this position will also be involved with the planning and development of the database as the donor database grows, as well as troubleshooting issues on behalf of the users.

#### DONOR DATABASE & RECORDS MANAGEMENT

- Maintain donor records and all aspects of the Raiser's Edge donor database, keeping all records current and updated and coded properly.
- Enter all monetary and in-kind contributions and pledged gifts into the Raiser's Edge.
- Work with the finance team to reconcile gift entry; prepare and revise daily income, deposit, and credit card reports.
- Maintain physical files, including proper gift documentation and attaching media files when necessary to constituent records
- Create and run queries and reports from the Raiser's Edge to support the Director of Advancement and Executive Director's solicitation, budget and revenue tracking.
- Create monthly statements of key metrics through the Raiser's Edge.
- Work with the Director of Advancement to develop the fiscal year's campaigns, funds and appeals and revenue goals, and set them up in the Raiser's Edge.
- Maintain planned giving donor files, including proper gift documentation; track status of planned gifts and update quarterly.
- Manage and send pledge agreements and payment reminders for gifts pledged toward special campaigns and events, and track pledges on the Raiser's Edge.
- Other related duties and responsibilities as assigned

#### GIFT NOTIFICATIONS & DONOR ACKNOWLEDGEMENT LETTERS

- Generate donor acknowledgement letters and corresponding envelopes in a timely manner from the Raiser's Edge following gift entries
- Alert the Executive Director and Sr. Director Advancement of major gifts received and provide them with the donor contact information (and relevant info) to make thank-you calls.
- Write thank-you letter templates for each major appeal and event to acknowledge donors for contributions.
- Set up acknowledgement letters in the Raiser's Edge.
- Proofread and verify accuracy of all letters printed, and have them signed by either the Director of Advancement or Executive Director, depending on the amount of the gift.
- Create additional letter templates for tribute, honorary, memorial and matching gifts notifications and other special circumstances, and send these as appropriate.
- Assist the Office of Advancement with additional mailings and donor queries as needed.
- Manage inventory of stationery items required for membership, gift processing, acknowledgements, and stewardship programs.

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## EVENT SUPPORT

- Process all event sponsorships and ticket revenue for events.
- Maintain reservation lists for events.
- Produce reports on guests and their giving to Sr. Director Advancement in advance of event for use in cultivation and stewardship
- Provide on-going and day-of assistance for donor events.

## REQUIRED SKILLS

- Extremely organized detail oriented and able to keep accurate records and follow up
- Creative problem solving and ability to initiate and manage tasks and time independently
- Ability to think flexibly and work well with others in a supportive team environment
- Excellent record-keeping, writing, communications and interpersonal skills.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Ability to act in an entrepreneurial manner taking initiative, being responsive to new opportunities and create value in the face of obstacles.
- Must have valid driver's license and use of a vehicle to travel for various Audubon or donor sites.

## REQUIRED EDUCATION/EXPERIENCE

- BA/BS degree in related field preferred.
- Minimum two years of experience in Raiser's Edge, preferably as an administrator in a non-profit fundraising environment.
- Proficiency in Microsoft Office Suite, particularly Microsoft Excel, and a demonstrated ability to perform mail-merge functions.
- Demonstrated ability to work successfully in a team environment

## PHYSICAL REQUIREMENTS

- Ability to lift, carry, and set up a variety of promotional materials including electronics, materials in boxes, and tabletop screens (weighing up to 50 pounds).
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking and bending in addition to sitting in front of a computer.

The purpose of this job description is to provide an overview of the scope of the position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

Please send cover letter, resume and references to Jeffrey Hall, Senior Director of Advancement at [jhall@asri.org](mailto:jhall@asri.org).

**Audubon Society of Rhode Island is an Equal Opportunity Employer**

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