



Position: Raiser's Edge Database Manager

Organization: After-School All-Stars

Reports To: Senior Vice President of Development

Location: Flexible

ORGANIZATION BACKGROUND:

Founded in 1992, After-School All-Stars (ASAS) provides free comprehensive afterschool programs and support services year-round for students and their families. ASAS serves approximately 80,000 PreK-12th grade students and their families annually in high-poverty communities through 19 active affiliate chapters with established partnerships at 468 elementary, middle, and high schools in 60 cities across the continental United States and Hawaii. Our vision is for our All-Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

The Raiser's Edge Database Manager will perform the critical role of maintaining the Raiser's Edge NXT database and related applications for the ASAS network. This position will be responsible for ensuring the integrity and accuracy of donor information in collaboration with ASAS's vast network of users. The will manager design, build, and deliver custom reports and lists to facilitate the work of the development team. This includes database cleanup, daily imports, analyzing trends, custom fundraising reports, and records maintenance. The role includes monitoring the integrity of the information contained in the database and determining how to translate data into usable, actionable information for the formation and execution of fundraising strategies and metrics. This is a collaborative role that will serve many diverse internal departments and team members.

RESPONSIBILITIES

- Oversees daily functions of the Raiser's Edge NXT CRM and related applications.
- Assists with the implementation of Raiser's Edge NXT CRM upgrades.
- Oversees the implementation of data entry best practices and standards and is responsible, in partnership with the SVP of Development, for ensuring the accuracy and integrity of data in the platform.
- Proactively leads regular database hygiene and maintenance efforts, including duplicate management and periodic audits.
- Responsible for database cleanup, the overall accuracy, integrity, and reliability of donor data.
- Serves as the subject matter expert for Raiser's Edge donor database across the ASAS network.
- Designs, builds, and delivers complex reports and lists to facilitate the work of the development team; this includes custom reports and analyzing trends.
- Assists with data needs, ad-hoc reports or queries, and financial reports as requested by all departments.
- Designs and updates timely fundraising dashboards and provides donor updates to development team.
- Serves as the main point of contact for all database issues and questions and provides outstanding customer service to users.
- Provides database training, including policies and procedures, to all users and oversees security features, accounts, roles, and privileges for users.
- Assists in developing written policies, procedures, and training materials for processing and data management.
- Stays abreast of new and developing tools, technology, and processes and makes recommendations regarding updates/upgrades or new tools needed.
- Maintains confidentiality regarding all gifts and other office assignments.
- Assists with special events across the chapter and other duties as deemed necessary.
- Performs other duties as necessary.

WHO SHOULD APPLY?

- Three plus years of experience with donor data systems, preferably Blackbaud data systems, in a nonprofit fundraising setting.
- Blackbaud Professional Certification preferred.
- Ability to manage multiple projects, competing priorities and challenging deadlines.
- Resourceful, critical thinker who uses sound judgement and can problem-solve.
- Extensive experience importing and exporting data.
- Extensive knowledge of donor database management and financial reporting.
- Experience in supporting high level executives and development officers.
- Demonstrated skill in developing queries, reports, and dashboards.
- Detail-oriented with a commitment to data integrity and quality of work.
- Flexible and willing to teach others.
- Ability to take initiative, work independently and perform as a team player.
- Proficient with Microsoft Office applications, Word, Excel, Outlook and Teams.
- Excellent verbal and written communication skills.
- Outstanding organizational skills.
- Passionate and committed about ASAS' mission.
- Bachelor's degree required.

SALARY AND BENEFITS: The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS offers a competitive benefits package, including medical, dental, vision, 18 days of paid time off, and 15 paid holidays.

HOW TO APPLY: Please submit a resume, cover letter, and writing and work samples in PDF format via e-mail to: vanessa.waserman@afterschoolallstars.org. Please put "Raiser's Edge Database Manager" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS: To learn more about ASAS, please visit our website: www.afterschoolallstars.org