Database Manager
Reports to: Director of Development

The Database Manager at PennFuture oversees and manages the organizations fundraising, membership, and outreach databases as well as supports development activities.

ABOUT US:
PennFuture is leading the transition to a clean energy economy in Pennsylvania and beyond. We are protecting our air, water and land, and empowering citizens to build sustainable communities for future generations.

DUTIES:
The Database Manager oversees the growing membership list and gift stewardship needs of PennFuture. This Manager will directly support the Director of Development to ensure that PennFuture meets its annual revenue goals as well as ensure PennFuture has the most up-to-date database and member list analysis. The Manager will also interact with the Director of Outreach and oversee the organizations growing advocacy list and list engagement tools.

The primary responsibilities of the position are to upgrade and organize PennFuture's internal list management systems, develop and oversee database management standards and processes, maintain a best practices manual, and implement the organizations gift processing and acknowledgement systems.

In particular, the Database Manager:

- **Oversees PennFuture's development data and list systems.** The Manager will oversee the organizations donor, member, prospect, and advocacy lists, currently managed through Salsa. This includes organizing lists, processing gifts, updating donor data, and deploying acknowledgements.

- **Monitors and provides analytical tools on fundraising performance.** The Manager will consistently monitor and report on the fundraising activity, including participation in creating goals and fundraising forecasts for the organization. The Manager will also work with the Director of Development to design fundraising analysis reports, trends analysis, and other mid- and end-of-year reports and forecasts.

- **Develops and enforces database standards.** The Manager will develop and manage PennFuture's database standards and processes, including database access, data entry, coding, and data maintenance for all member, donor, and advocacy lists. The Manager will also recommend and deploy any improvements to database management, standards, and processes. The Manager will develop and maintain a bet practices manual.

- **Coordinates all technical engagement between the database and third parties**. The Manager will field all and engage with any vendors or third parties that impact data entering the database, including PennFuture's technology assistance contractors and database systems vendor.

- **Coordinates and implements any staff database training.** The Manager will develop and coordinate any staff database trainings, if necessary, and only for staff tasked with interacting with the database.

- **Fulfill other responsibilities, as necessary.** The Manager will support development activities throughout the year and report to the Director of Development. The Manager will also support the Director of Outreach, specifically as it relates to utilizing the organizations advocacy lists and respond to report requests, as needed.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree or 5+ years of development experience in non-profit development and database management.
- Strong interpersonal skills and the training and ability to manage technical systems and engaging with staff across a range of responsibilities.
- Strong analytical skills and experience working with list analytical tools.
- Computer proficiency; Working knowledge of Microsoft Office applications; Proficiency and expertise working with databases and CRM software, including Salsa.
- Demonstrated troubleshooting and technical problem-solving ability.
- A professional and resourceful style; the ability to handle significant responsibility; work independently and as a team player, including managing multiple tasks and projects at a time.
- Good writing and editing skills.
- Capacity and experience handling privileged donor information.

OTHER:
This position supports the state-wide work of PennFuture. The position is based out of the Harrisburg office.

This is a full-time, exempt, position. Competitive salary based on experience. Benefits package includes health care, dental, vision, and paid time off plus paid holidays.

LEGAL DISCOSURE:
PennFuture is an equal opportunity employer.

SUBMISSION:
Please submit your cover letter, resume, and contact information for three references to stepp@pennfuture.org. Please write "Database Manager Position" in the subject line. The application deadline is April 20, 2018.