Database Manager
Friends of Acadia
Bar Harbor, Maine

Friends of Acadia (FOA) is an independent nonprofit membership organization, founded in 1986. Its mission is to preserve, protect, and promote stewardship of the outstanding natural beauty, ecological vitality and distinctive cultural resources of Acadia National Park and the surrounding communities for the inspiration and enjoyment of current and future generations. We accomplish this mission through a combination of philanthropy, volunteerism, advocacy, and program innovation, thanks to a dedicated staff and board and the support of thousands of members and volunteers.

The Database Manager works closely with the Director of Development, President, development and communications staffs, board, and volunteers in the overall planning, integration, and administration of all development information systems and of donor and constituent communications. The manager leads Friends of Acadia in the understanding and use of technology to improve fundraising results, communications, and event planning and coordinates with the Senior Development Officer to manage the Annual Benefit Auction. The manager serves as an active member of the Development Committee. This is an exciting opportunity for a full-time, detail-oriented, self-motivated fundraising professional who believes in the mission of Friends of Acadia.

Primary Responsibilities:

Database Administration and Information Management
- Manages the administration of the Raiser's Edge NXT database including user training, database performance, and integration with other software including Blackbaud's Financial Edge, ResearchPoint, Online Express, and third-party platforms.
- Oversees database security including new user set up and user access security.
- Establishes data configuration in RE NXT for all new campaigns, funds, appeals and attributes for financial and constituent reporting.
- Reviews results of data enrichment services including Deceased Finder (annually) and National Change of Address (quarterly).
- Submits database to Target Analytics for screening (quarterly).
- Serves as liaison with the Finance Department regarding new fund setup, gift recording, financial reconciliation, stock and fund transfers, and general troubleshooting.
- Imports data from auction and volunteer management software platforms.
- Provides training and support to the Development Assistant to ensure accurate gift processing, donor acknowledgment, and event management.
- Develops procedures and protocols for gift entry, documentation, constituent entry, biographical data entry, and other information recorded in RE NXT.
- Works with development staff to ensure the quality and integrity of data for mailing lists, reports, and fundraising analysis.
- Provides training opportunities and one-on-one tutorials for staff in the use of technology for fundraising, event registration, and communications.

Prospect Development and Information Management
- Serves as the lead developer of the moves management system and coordinates the recording of cultivation and solicitation activity for effective portfolio management.
- Manages process for recording prospect information and interests for future cultivation and solicitation.

- Manages data for the Patron program and Annual Benefit including online registration, patron and sponsorship support, underwriting, ticket payments, auction items, seating, bid numbers, auction payments and receivables, and reporting. Oversees benefit invitation mailing and post-event stewardship mailing.

Donor and Constituent Relations, Communications, and Publications
- Provides reports to the Director of Finance in preparation for the annual financial audit.
- Provides reports, donor lists, and mailing lists to staff as requested.
- Oversees gift entry and reconciliation with the Finance Department to ensure efficient and accurate processing of all gifts and compliance with constituent management policies and procedures.
- Adds statistics from Online Express email communications to RE NXT and updates invalid emails, sign-ups, and opt-out requests.
- Oversees online registration for development events and annual program events including Earth Day, Acadia Quest, and Take Pride in Acadia Day.
- Provides results of e-communications and solicitations to staff as needed.
- Creates ad hoc reports, queries, spreadsheets, and data files for staff as requested.
- Assists at development events including the George B. Dorr Society luncheon, the Patron Party, and the Annual Benefit.
- Other duties as assigned.

The above responsibilities will require excellent database skills, the ability to work independently, and a talent for juggling multiple responsibilities in addition to strong organizational and interpersonal skills to manage diverse interests and personalities. Past success in database management is a prerequisite for this position, as are strong judgment skills, a good sense of humor, and the ability to thrive in a fast-paced department.

Applicants must have a bachelor's degree and at least three years of relevant experience. Requires knowledge of Blackbaud Raiser's Edge NXT with a RE NXT Professional certification preferred. Familiarity with ImportOmatic a plus.

The Database Manager position is a salaried, year-round position with the need for occasional weekend and evening work. FOA offers a competitive compensation package, values diversity in the workplace, and does not discriminate in any way in its hiring decision.

If you are interested in being considered for the Friends of Acadia Database Manager position, please send a cover letter and resume as a PDF by April 4, 2022 to employment@friendsofacadia.org and note Database Manager in your subject line.

Application Deadline: April 4, 2022

FOA is an equal opportunity employer.