



Database Manager/Fundraising Assistant

Full-time position for an individual with excellent attention to detail, database management experience, good writing and communication skills who is interested in a career in the non-profit sector.

Purpose: To support the fundraising efforts of the organization.

Reports to: Director of External Relations

Major Responsibilities Include

Donor Relations:

- Manage the day to day operations of the fundraising database (Donor Perfect) including: data entry, gift recognition, daily gift reports, data maintenance, digital recordkeeping etc.
- Assist in preparation of direct mail pieces including production of mailing lists, implementation of mail merges and coordination of bulk mailings
- Manage donor recognition activities (thank you letters and calls, recognition in publications, etc.)
- Prepare for Development Committee and Capital Campaign meetings (*Duties include: taking minutes, set-up refreshments, and assist with follow-up calls to members and setting up agendas*)
- Assist with prospect research of individuals, organizations, businesses, corporations, and foundations

Special Events:

- Assist with Special Events by organizing, creating collateral materials, attending, and executing all logistical support for fundraising events

Communications & Marketing:

- Using Canva or Photoshop, assist staff by preparing layout/design of flyers for programs and events
- Generate and launch and prepare all social media outreach for the organization using all platforms. (*Facebook, Instagram, Twitter, Linked-In*)
- Basic website maintenance using content management system; creation of weekly e-blasts, monthly newsletters, and flyers (including planning content and writing articles)

Other:

- Other duties and responsibilities as assigned



Requirements:

- BA/BS or equivalent work experience
- Excellent computer skills including mastery of Microsoft Word and Excel
- Excellent written and verbal communication skills
- Donor Perfect (or similar CRM software), Canva, and graphic arts experience
- Valid driver's license
- Own transportation required

Desired Qualities:

- Detail oriented
- Strong interpersonal skills
- Self-Starter
- High energy
- Good customer service skills
- Results oriented

Works closely with Executive Director, Director of External Relations, and Development Committee of the board. Full time position 40 hours per week. Must be able to work occasional evenings and/or weekends as needed. Clean driving record required. EOE/AAE

Position available immediately. Please forward cover letter and resume to mrobinson@citybloom.org