



Position Announcement and Job Description

Donor Database Manager

Who We Are

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through work in the areas of education, health, immigration, civic engagement, economic empowerment, & the environment. Values that shape our work include equality, fairness, diversity and empathy.

Who We Seek

The Hispanic Federation seeks an organized, detail- and deadline-oriented individual to manage Raisers Edge, the donor management system used by the Development Department. This position is responsible for data structure, supervision, data retrieval, report customization and analysis, policies & procedures, security, and data entry quality control. The Development Department raises funds to support Hispanic Federation initiatives across multiple states and Washington DC and is currently launching a major capital campaign. Other department functions include donor relations and events; stewardship; individual, foundation and corporate fundraising; publications; online and direct mail outreach; and assistance to the President's office and other departments. The Database Administrator has a systems role in all of these areas. All Development team members work collaboratively to ensure Federation's success.

The Database Manager plays a key role in supporting Executive and Development staff responsible for the annual fund; the annual gala; major gifts; events; institutional giving; publications and stewardship. In addition, the Database Manager is responsible for the processing of contributions, acknowledgements, payments and purchase orders, and is the point of contact for the reconciliation of all contributions and expenses with Finance. The Database Manager will also provide tactical solutions for implementation of tasks related to the database.

Position Location: New York City

Reports to: Chief Development Officer

Job Duties & Responsibilities

- Maintain the overall quality and integrity of the Raisers Edge database, including working with Raisers Edge support staff to troubleshoot problems with the database and staying current with updates to the system
- Maintain highly accurate and current donor data that effectively tracks key information, cultivation activities and histories, and solicitation and reporting calendars
- Work with the Chief Development Officer to establish and maintain best practices and procedures
- Prepare monthly and quarterly revenue reports, weekly report recaps, and reports for the Development Committee and Board of Directors
- Reconcile gifts with the Finance Department
- Support the Finance Department with the annual audit
- Respond to requests from other Development and executive staff for updates to the database and fundraising reports
- Create and generate various financial and dashboard reports for the Development Department, as well as other staff
- Generate various mailing lists for the Development Department and other staff
- Generate timely acknowledgment letters to donors (within 48 hours of receipt of gift)

- Establish and codify database best practices
- Work effectively as a member of multiple project teams
- Follow a strict code of confidentiality

Required Skills and Qualifications

- Five or more years of experience with Raiser's Edge
- Outstanding writing and editing experience in English
- A demonstrated commitment to the Latino community
- Team-oriented
- Organized and detail-and-deadline oriented
- Experienced in establishing and institutionalizing donor database best practices
- Knowledge of and ability to create fundraising reports
- A self-starter with the ability to take initiative, work independently, and be accountable
- Ability to learn new skills, techniques, and ways to accomplish projects and goals
- Mastery of Microsoft Excel

Preferred Skills and Qualifications

- BA/BS
- Experience with Raisers Edge set up/transition a plus

To Apply

Please submit a résumé, cover letter detailing your interest and qualifications, and two relevant writing samples via e-mail to careers@hispanicfederation.org. No telephone calls.

The salary range for this position is \$60k - \$65K and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.