Job Title:	Grant + Donor Database Manager	Department/Loc:	Mission Advancement
FLSA Classification:	Exempt, Full Time	Date Drafted:	October 9th, 2024
Reports To:	VP of Mission Advancement		
Salary Range:	Starting salary is $55,000 and up for highly experienced or qualified candidates.		

Position Summary

As Grant + Donor Database Manager at United Ministries, you will play a crucial role in managing our donor database and grant processes. This position will be responsible for identifying, applying to, and reporting to sources of foundation or grant funding for agency programs, as well as ensuring accurate and efficient processing, recording, and acknowledgment of gifts throughout the organization. Responsibilities will also include developing and implementing processes and best practices for applying to grants and gift acknowledgment, cleaning up donor data to maintain data integrity, and generating reports to analyze giving trends within our organization and the broader field. Additionally, you will be responsible for comparing revenue with the budget to provide insights for strategic fundraising decision-making.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Key Responsibilities:

1. Grant Management (60%)

   - Collaborate with program staff to study and fully grasp the organization's mission, vision, and strategic focus areas, to feel comfortable communicating community need, program offerings, information and stories for grant proposals and reports.
   - Research potential grant opportunities aligned with our mission and programs.
   - Prepare and submit grant proposals, ensuring compliance with funder guidelines and deadlines.
   - Develop grant budgets and financial reports as required by funders.
   - Manage the grant reporting process, including collecting relevant data, preparing narrative and financial reports, and ensuring timely submission.
   - Maintain accurate records of grant activities, outcomes, and impact for internal reporting and compliance purposes.

2. Donor Database Management: (20%)
   - Regularly run reconciliations, review and clean up donor data to eliminate duplicates, inaccuracies, and inconsistencies.
   - Create segmented lists for specific stewardship communications, in partnership with the VP of Mission Advancement and team members.

- Generate regular reports and analyses to provide insights into donor trends, giving patterns, fundraising performance, and demographics.
- Implement best practices for data management, including data hygiene, segmentation, and data security protocols.
- Collaborate with the fundraising team to identify opportunities for donor cultivation, stewardship, and retention based on data insights.
- Compare revenue generated from donations with budget projections to identify variances and trends.
- Provide insights and recommendations based on data analysis to inform strategic decision-making and fundraising strategies.

3. Gift Processing and Recording: (10%)

- Oversee all donor processing, including check processing, donor gifts, grant revenue data, donor database and in-kind gift reporting.

- Accurately record and process all donations received by the organization in the donor database.

- Ensure timely acknowledgment of gifts through personalized letters, emails, or other appropriate means.

- Coordinate with the Finance Team to keep up to date information for all donor credit cards, direct bank drafts, and other gifts.

- Maintain confidentiality and security of donor information.

- Monitor and track donor communication preferences and update records accordingly.

- Develop and refine processes and best practices for generating gift acknowledgment letters to donors.
- Research best practices and update acknowledgement letters based on mode of giving.
- Ensure acknowledgment letters comply with legal, ethical, and tax guidelines and effectively convey appreciation for donors' contributions.

4. Relationship Management: (10%)

- Cultivate strong relationships with donors, Grantmakers, and other key stakeholders.
- Serve as primary point of contact for donor inquiries, acknowledgement letters, and stewardship communications.
- Speak to groups about United Ministries and host agency table at community fairs, etc.—1-2xper month.
- Conduct tours of United Ministries' programs and facilities with donors, prospective donors, community and business groups, and others interested in learning more about the agency.
- Coordinate with AD of Community Engagement, to participate in and lead volunteer activities for groups as needed, sometimes on weekends or after normal business hours-- 4-5x per year.

Position Responsibilities - Non-Essential

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- Attend job related meetings

- Provide back up administrative support to other functional areas of the organization when needed
- Other Duties as Assigned

Essential Skills and Experience

- Passion for our mission and commitment to ethical fundraising and storytelling practices.
- Strong organizational skills with the ability to manage multiple projects and deadlines simultaneously.
- Knowledge of fundraising best practices, grant writing techniques, and nonprofit financial management.
- Bachelor's degree or associate's degree with equivalent professional experience
- Proficiency with Microsoft Suite (Word, PowerPoint, Excel)
- CRM experience preferred (Bloomerang strongly preferred)
- Ability to work independently as well as collaboratively in a team environment.
- Excellent written and verbal communication skills
- Integrity and discretion

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Stand	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Walk	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Sit	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Handling	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Reach Outward	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Reach Above Shoulder	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Climb	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Crawl	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Squat or Kneel	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Bend	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Lifting Requirements				
10 pounds or less	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
11 to 20 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
21 to 50 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
51 to 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
> than 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Pushing and Pulling Requirements				
12 pounds or less	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
13 to 25 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
26 to 40 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
41 to 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
> than 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A

employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.