



POSITION DESCRIPTION

ORGANIZATIONAL ROLE:	Database Manager (Part-Time)
DEPARTMENT:	Development
REPORTING RELATIONSHIPS:	Reports to the Senior Director, Individual Giving & Development Operations

Children's Health Fund (CHF) is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value unique experiences and perspectives and believe our differences enrich the organization and enable us to confidently fulfill our mission. We strive to create a work environment that is inclusive, equitable, and welcoming. We encourage qualified candidates to apply regardless of identity characteristics.

If you are passionate about the work and our mission, if you strive for excellence, if you are smart and good at what you do, we celebrate you as you are.

POSITION OVERVIEW:

In this pivotal role, you will ensure the accuracy, consistency, and security of our donor database (Raiser's Edge NXT) while providing comprehensive data management, reporting, and data integration support to our Development Department and various departments across the organization.

PRINCIPAL ACCOUNTABILITIES:

- Serve as CHF's primary gift processor
- Enter and maintain accurate constituent and gift records in Raiser's Edge NXT
- Create various constituent reports, lists, and dashboards in Raiser's Edge NXT
- Generate and distribute monthly and quarterly gift reports for reconciliation with Finance, weekly donor acknowledgment report, monthly Donorversary report, and other reports as assigned
- Continuously analyze CHF's database to identify top prospects with and for frontline fundraisers
- Conduct wealth screening and research on donors and prospects
- Represent CHF and assist the Development Department with special events as assigned
- Work with the Development Team to establish, maintain, and codify best practices and procedures
- Other duties as assigned.

POSITION REQUIREMENTS:

- BA/BS degree preferred
- Minimum of two (2) years database management experience within a nonprofit Development department (Raiser's Edge NXT Preferred)
- Strong Excel or Google Sheets experience preferred
- Experience working with iWave and/or other wealth screening and research tools
- Strong attention to detail
- Must abide by a strict code of confidentiality
- Commitment to CHF's mission
- Strong communication skills, emotional maturity, professionalism, and willingness to work effectively with others

ADDITIONAL INFORMATION

The Children's Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

Salary commensurate with experience. For this part-time position, the salary range is \$30K - \$32K annually.

LOCATION:

Children's Health Fund provides a hybrid onsite/remote work environment. This role can be primarily remote, but from time-to-time may require travel to CHF's New York headquarters for meetings or other events and activities.

HOW TO APPLY

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc