



## **FUNDRAISING DATABASE LEAD**

This position is open to all qualified candidates. Friends values diverse perspectives and life experience and encourages people of all backgrounds, communities and cultures to apply, including people of color, women, LGBTQ, immigrants, refugees, people with disabilities, and veterans.

## **JOB OVERVIEW**

### **Data Evaluation & Projections**

- Evaluate return on investment for each giving appeal and monitor donor retention rates
- Monitor monthly revenue projections and outcomes for fundraising campaigns
- Track progress against quarterly, annual and multi-year goals and benchmarks
- Analyze data to inform strategy and make recommendations for new giving programs and continuous improvement of existing programs
- Work with the Fundraising team and Data, Research & Impact Manager to establish comprehensive timelines and revenue forecasts across fundraising programs

### **Data Management**

- Coordinate gift entry in Salesforce database and perform general data entry as needed
- Track and monitor pledge receivables and multi-year pledges
- Issue payment reminders, timely acknowledgements, and other communications
- Ensure data integrity and perform regular data hygiene tasks, including coordination of regular hygiene screenings
- Coordinate list management for fundraising events, including tracking event attendance
- Serve as lead report and dashboard coordinator for fundraising team, helping track progress and performance, and support the organization in strategy development
- Run monthly report to perform reconciliation of database to accounting records
- Support prospecting systems and integrations
- Work with Data, Research & Impact Manager to continue to optimize Salesforce for organizational needs
- Maintain donation processing and record keeping systems according to data industry security standards

## We are looking for a team member with:

- Bachelor of Arts degree or equivalent experience
- Two - four years of relevant professional experience, including CRM responsibilities
- Experience and aptitude using Salesforce preferred
- Intermediate knowledge of Microsoft Excel
- Experience in fundraising or sales
- Excellent written and verbal communication and interpersonal skills
- Ability to manage projects independently and work as part of a team
- Basic knowledge and comfort level using Mac OS and Microsoft Office applications
- Basic knowledge of Adobe Creative Suite and email marketing platforms like Mailchimp preferred
- Ability to prioritize and handle simultaneous assignments while adapting to changing deadlines, priorities, and workflow with success and accuracy
- A commitment to diversity, equity, and inclusion, and a willingness to participate in ongoing training
- Ability to manage sensitive and confidential information and documents with discretion
- Comfortable executing fast-paced, deadline-driven tasks in an open, busy work space
- A high degree of creativity, resourcefulness, and energy
- A passion for data driven planning and decision making

## Organizational Values

Friends of Waterfront Seattle is the non-profit partner to help the city realize the future Waterfront Park made possible by removal of the Alaskan Way Viaduct. Details on Friends here:

[friendsofwaterfrontseattle.org](http://friendsofwaterfrontseattle.org)

Friends is an ambitious organization that welcomes diverse qualified team players who, like all members of the Friends team, possess a “do all jobs” mentality and strive to achieve excellence in all tasks. Friends offers team members the opportunity to take on significant responsibilities on multi-disciplinary projects in a congenial work environment. While Friends is a 501(c)3 nonprofit organization, Friends’ culture is more akin to a start-up with an entrepreneurial spirit compared to a traditional nonprofit. Friends is committed to an inclusive, diverse, multi-cultural atmosphere, which we envision for the future Waterfront Park. Friends seeks to employ and engage all communities and cultures including people of color, those with disabilities, and members of the LGBTQ community in an environment where everyone feels valued.

## Compensation and Benefits

The **Fundraising Database Lead** is a full-time non-exempt position reporting to the Data, Research & Impact Manager. Starting salary range: \$50,000 to \$55,000 depending on experience. Vacation, health care and dental coverage, and transit pass are paid by the organization. Ability to participate in defined contribution retirement plan with contribution by the organization.

**TO APPLY:** Send cover letter explaining how your experience meets positions’ qualifications and experience needed, along with a resume, to [recruitment@friendsofwaterfrontseattle.org](mailto:recruitment@friendsofwaterfrontseattle.org)