



Jamestown-Yorktown Foundation Employment Opportunity

Development Database Manager (*Full-Time*)

We are seeking a qualified individual to serve as Development Database Manager. This position oversees the Development database, Raiser's Edge/NXT, and ensures daily gift entry, acknowledgements, and reporting are in compliance. Oversees donor records, coding, updates, data health, reporting and analytics functions of the Development office. Runs lists for appeals, mailings, communications, as well as monthly financial and activity reports. Serves as the primary liaison with Jamestown-Yorktown Foundation Finance and IT departments and provides support to all Raiser's Edge/NXT users within the Foundation.

What are the qualifications for this position?

- ◆ Proficiency in data entry, extractions, and generating fundraising and financial reports.
- ◆ Considerable knowledge/experience working with large data sets and segmentation.
- ◆ Knowledge of best practices in charitable gift processing, fund reporting, data maintenance and hygiene.
- ◆ Demonstrated competency with The Raiser's Edge and Raiser's Edge NXT or comparable products.
- ◆ Bachelor's Degree from an accredited college or university preferred.
- ◆ Ability to keep a detail and results oriented mindset while seeing the big picture to effectively communicate and work with staff and constituencies at all levels.
- ◆ Effectively work independently and as a member of a fundraising team toward a common goal .

What are the salary and benefits?

The salary for this position is **\$45,000-\$50,000** annually.

Other benefits include:

- State health benefits & flexible spending accounts.
- Paid leave including sick leave, personal leave, annual leave accruals, and 12 holidays.
- Professional development opportunities.

How do I apply?

Please submit an application either online at <https://virginiajobs.peopleadmin.com/> or by contacting Human Resources at hr@jyf.virginia.gov for additional application options. Applicants only will be screened based on what is presented in the Commonwealth of Virginia employment application and related documents. We are committed to providing equal employment opportunities for all persons and applicants, without regard to age, color, disability, gender, national origin, political affiliation, genetic information, race, religion, sexual orientation, sex (including pregnancy) or veteran status. JYF encourages and invites minorities, women, individuals with disabilities and veterans to apply. We also consider all qualified applicants regardless of criminal histories, in a manner consistent with legal requirements.

What is the Jamestown-Yorktown Foundation?

As an agency of the Commonwealth of Virginia, the Jamestown-Yorktown Foundation is an educational institution that provides through its two history museums an awareness and understanding of the early history, settlement, and development of the United States through the convergence of American Indian, European, and African cultures and the enduring legacies bequeathed to the nation

What are the career advancement opportunities?

This position has the opportunity for promotional movement within the Foundation and other agencies within the Commonwealth of Virginia.

We believe that long-term career growth is a key aspect of job satisfaction!

- Retirement savings plans with limited employer match available (VRS).
- Life & Long-Term care insurance.
- Employee Assistance Program.
- Employee discounts for companies including Verizon, Enterprise, Choice Hotels, and many more!