Job Title: *Database Manager*
Department: *Administration and Development*
Supervisor: *Deputy Director for Administration*
Position type and expected hours of work: *Full time (32 – 40 hours per week) with occasional evenings and weekends*
Location: *in-person (2 days a week minimum) with hybrid option*
FLSA Status: *Exempt*
Salary Range: $50,220 - $55,000/32 - 40 hours per week

Summary: The Database Manager is the owner and in-house expert for Nature Forward's primary membership and donor database, Bloomerang, and integration with tertiary systems including Square, Financial Edge, Classy, Action Network, CCM, and others. This position works with all organizational departments and facilitates creative problem solving and training to ensure accurate cross-data reporting and analysis.

Essential Duties and Responsibilities
Data Management
- Maintain data integrity and effective ongoing implementation of Bloomerang (BL) database; ensure consistent quality control measures are in place
- Perform administrative and configuration functions, including business rules, import, record deletions, and default configurations
- Provide in-house support and training for BL. Create and maintain database manual
- Assist in the coordination of email and mailed appeal lists pulled from BL
- Manage and coordinate list of donors, tributes, and in-kind contributions for Annual Report

Data Integration and Reporting
- Maintain data integration for existing software modules into BL including CCM, Square, Action Network, Volgistics, MailChimp, Active Network, Stripe, Sales Force, and others
- Manage data entry from other departmental software into BL
- Serve as staff liaison to Bloomerang and SideKick Solutions (Zapier)
- Assist and help maintain website integration pages for online donation and event registration as needed
- Create reports and tracking methods for departments based on their needs
- Generate statistical analysis reports for departments
- Collaborate with Department Heads to maintain their database needs
- Identify and implement data integration and segmentation streamlining opportunities and solutions

Financial
- Manage data entry of checks into BL
- Manage online donations & registrations in BL
- Manage the entry of Stock Gifts, Electronic Transfers in BL
- Prepare weekly deposit reports, monthly bank reconciliation reports, and annual auditor reports for Finance.

Other duties as assigned.

Qualifications/Requirements

- At least 5 years of experience in database management
- Bachelor's degree or equivalent experience
- High attention to detail
- Ability to prioritize and meet deadlines while working on multiple projects
- Creative problem-solving skills
- Excels at creating, understanding, and following systems and processes
- Proficient in Microsoft Office
- Advanced skills in Microsoft Excel
- Experience with Bloomerang a plus
- Love of nature a plus

Physical Requirements

- Ability to climb stairs to access offices
- Ability to work on a computer and to complete general office tasks
- Strength to lift and carry files weighing up to 10 pounds
- Vision to read printed materials and a computer screen

Benefits

- Health care, life insurance and long-term disability insurance
- Medical and dependent care flexible spending accounts
- 403(b) retirement plan with employer matching contributions
- Paid holidays including a one-week winter break

Date: *Updated March 1, 2024*

To apply: Email a cover letter and resume to hq@natureforward.org by April 1, 2024.