



Job Posting

Development Data Manager

Salary range: \$52,000–\$56,000

Nature Forward—whose mission is to inspire residents of the DC Metro region to appreciate, understand, and protect nature—is seeking a full-time **Development Data Manager** to join our Development Department.

This position is key to maintaining accurate, well-organized membership and donor data. The Development Data Manager handles timely, high-quality gift processing; keeps records clean and actionable; and produces reporting that supports effective fundraising and financial reconciliation.

As Nature Forward’s primary **Bloomerang** resource, this role manages data entry and quality control, maintains integrations with platforms like Square, Stripe, GoFundMePro, and Action Network, and collaborates across departments to meet data needs, improve reporting, and support training. We’re seeking a detail-oriented, tech-savvy team member eager to strengthen the data systems that power our mission.

Nature Forward is headquartered at the beautiful **40-acre Woodend Nature Sanctuary** in Chevy Chase, MD, offering a friendly, supportive, and flexible work environment. This position is primarily on-site, with some telework opportunities.

We are committed to building a diverse, inclusive team that reflects and draws strength from the full breadth of identities, backgrounds, perspectives, and skills in our community. If this role sounds like a great fit, we encourage you to apply.

Please send your cover letter and resume by **April 15** to development@natureforward.org

Job Title: Development Data Manager

Department: Development

Supervisor: Director of Development

Position type and expected hours of work: Full-time, Monday through Friday

Location: Hybrid (Woodend Nature Sanctuary and Remote). On-site at least 3 days per week.

FLSA Status: Exempt

Salary Range: \$52,000 to \$56,000

Summary

The Development Data Manager ensures accurate entry, maintenance, and reporting of membership and donor data, with a strong focus on gift processing, data integrity, and recordkeeping. The role primarily supports gift processing, donor data accuracy, and reporting that enable reliable fundraising and financial reconciliation. Core responsibilities include high-volume gift entry, quality control, and maintaining consistent records for organizational reporting. The position also serves as Nature Forward’s primary Bloomerang resource and manages integrations with systems such as Square, Stripe, GoFundMePro, Camp and Class Manager, and Action Network, collaborating across departments to support data, reporting, and training needs.

Essential Duties and Responsibilities:

Gift Entry & Financial Recordkeeping

- Enter all gifts (checks, online donations, stock gifts, and electronic transfers) into Bloomerang.
- Manage online donations and event registrations.
- Prepare weekly deposit reports and assist with monthly reconciliation.
- Maintain donor tributes, in-kind contribution records, and annual donor listings.

Data Management

- Ensure the accuracy and integrity of all records and reports within Bloomerang.
- Safeguard the confidentiality of donor information and financial data.
- Perform routine administrative tasks in Bloomerang (imports, record updates, de-duping, interaction updates, and configuration settings).
- Implement and uphold data quality standards and consistent gift entry procedures.
- Maintain and update the internal database manual.
- Train staff and serve as the primary internal resource for Bloomerang questions.

Data Integration & Reporting

- Oversee data flow between Bloomerang and connected systems, including CCM, Square, Action Network, MailChimp, Active Network, Stripe, GoFundMePro, and others.
- Manage import of data from other departmental systems into Bloomerang.
- Provide timely and accurate reports for reconciliation between Bloomerang and Financial Edge to support the Finance team.
- Liaison with Bloomerang support and SideKick Solutions (Zapier).
- Assist with website donation and registration page integrations as needed.
- Develop reports, queries, mailing lists, and dashboards to support department needs.
- Collaborate with department leads to assess and improve data processes and segmentation strategies.

Qualifications/Requirements

- At least 2 years of experience in database management
- Bachelor's degree or equivalent experience
- High attention to detail and accuracy
- 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 nonprofit CRM systems (Bloomerang preferred)
- Love of nature is a plus

Physical Requirements

- Ability to work on a computer and to complete general office tasks
- Strength to lift and carry files weighing up to 10 pounds

Disclaimer: This job description is not a comprehensive listing of activities or responsibilities.