

Position Title: Database Manager / Development Associate

Location: 600 Highway 169 S., Suite 1725, Minneapolis, MN 55426 – with remote work flexibility

Position Summary: The Database Manager and Development Associate (DMDA) will contribute to the development team by ensuring donor and sponsor records are accurate and analyzed. Such analysis will have primary focus on development goals with secondary emphasis on research and programming assistance. In addition, the DMDA will work in conjunction with the development team to make sure fundraising volunteers have the tools needed to be successful. Finally, the DMDA will work to support the development team to achieve annual fundraising goals.

Company Overview: Ataxia is a rare neurological disease affecting tens of thousands of people in the US and many thousands more around the world. It is progressive, affecting a person's ability to walk, talk, and use fine motor skills. Founded in 1957, NAF is a Minneapolis-based nonprofit organization established to help persons with Ataxia and their families. The Foundation's vision of a world without Ataxia will be accomplished through its primary programs of funding Ataxia research, providing vital programs and services for Ataxia families, and partnering with pharmaceutical companies in the search for treatments and a cure. NAF works closely with the world's leading Ataxia researchers, promoting exchanges of ideas and innovation in Ataxia discovery.

Education and Experience: Associate or bachelor's degree preferred. Experience with nonprofit donor databases and fundraising platforms is a significant plus.

Special skills or knowledge: The successful candidate will have the ability to:

- be proactive to compile and interpret database reports to assist all departments.
- work productively in both an independent setting as well as in a team structure.
- demonstrate an ability to solve problems and think strategically.
- possess strong interpersonal communication skills and ability to collaborate with all departments of the organization.

Reporting Relationship: Development Director

Status: FT/Exempt

Salary: \$52,000 - \$56,000 plus comprehensive benefits package

Duties & Responsibilities

1) Donor Database Management

- A. Ensure the overall accuracy and maintenance of the NAF constituent database.
- B. Make sure database is fully implemented, utilizing all features and updates. Extensive training provided.
- C. Perform database queries to meet reporting and research needs for all NAF departments.
- D. Perform database segmentation projects to support the development team's multiple revenue streams.

2) Gift Entry and Acknowledgement

- A. Accurately enter all checks, credit card transactions, EFT's, online and peer-to-peer donations, and matching and recurring gifts.
- B. Properly assign donations to specific fundraising campaigns.
- C. Work with the finance department to regularly reconcile donations.
- D. Actively seek ways to utilize the database to meet fundraising goals efficiently and effectively.

3) Volunteer Fundraising

- A. Create digital fundraising pages and custom text to donate codes for organizer of specific campaigns.
- B. Distribute custom local and regional communications to support events and volunteers.
- C. Assist volunteers with event planning and oversight. Provide on-site support when needed.

4) Other Duties

- A. Attend NAF's Annual Ataxia Conference and other hosted events as needed to provide general support. This role may require travel on occasion.