



# DATABASE MANAGER



Full Time, Exempt



# ABOUT NAF

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.

The National Ataxia Foundation (NAF) was established in 1957 to help persons with Ataxia and their families. Our mission is to accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia. NAF's vision of a world without Ataxia will be accomplished through our 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. We work closely with the world's leading Ataxia researchers and clinicians, promoting exchanges of ideas and innovation in Ataxia discovery.

## Company Profile

**Location**  
Minneapolis, MN

**Size**  
22 staff members

**FY 2025 Revenue**  
\$13.2 million



## VISION

A world without Ataxia.

## MISSION

To accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia.

**ENSURING THAT NO ONE EXPERIENCES ATAXIA ALONE, UNTIL NO ONE EXPERIENCES ATAXIA, PERIOD.**

## Core Values

NAF's values are grounded in our passion and empathy for the Ataxia community.

- **Caring** – We respect one another and those living with Ataxia.
- **Motivated** – We use our passion to inspire our community to act NOW!
- **Collaborative** – We evolve together and support each other to achieve our mission.
- **Impactful** – We listen to our members to build creative, meaningful programs.
- **Accountable** – We are transparent in our words, actions, and results.

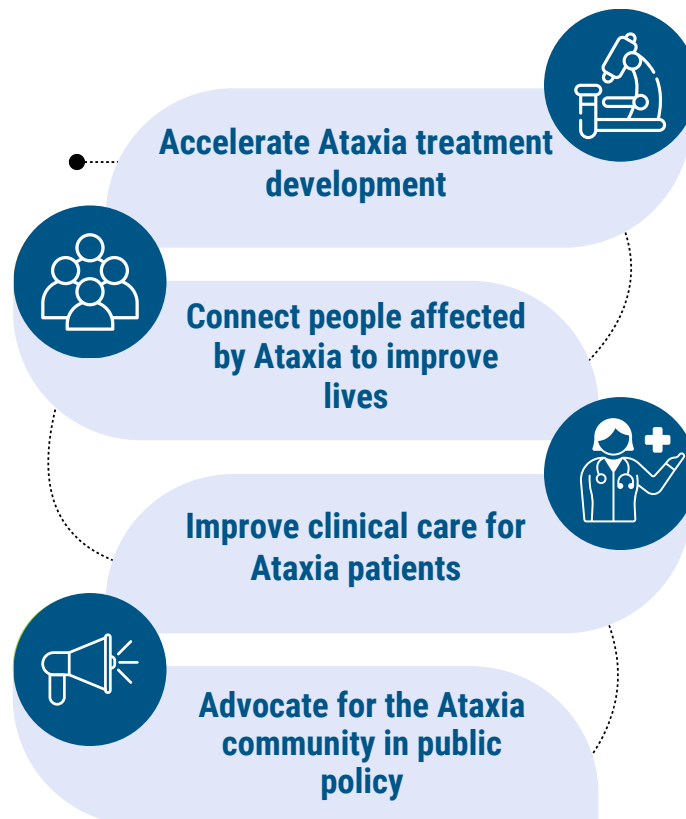




## FISCAL YEAR 2025 HIGHLIGHTS

- **\$3.3M+** spent on research and drug development initiatives
- **\$1.2M+** spent on education and support programs
- **80%** of our expenses **directly support** the programs we offer
- **18 Ataxia research grants** awarded
- **674 local support group meetings** hosted
- **99 advocacy meetings** with members of Congress
- **41 clinicians trained** at NAF's Ataxia Clinical Training
- **43 NAF Ataxia Centers of Excellence** around the world

## WAYS WE FULFILL OUR MISSION





# POSITION DETAILS



## Database Manager

Reports to Chief Development Officer  
Full Time, Exempt

### Compensation

\$75,000-\$85,000

### Location

All work is performed remotely, with required quarterly travel for staff collaboration events. Applicants must have reliable internet service from their location.

### Position Summary

The Database Manager is responsible for maintaining, managing, and preserving the integrity of the National Ataxia Foundation's (NAF) donor database. NAF is seeking a talented professional to provide high-quality database management and development coordination, including oversight of consistent data entry procedures, optimizing functionality, ensuring quality control and best practices for data management.

## Qualifications

### Required

- Bachelor's degree.
- 5+ years' hands-on experience administering a CRM system in a non-profit.
- Strong skills in data analysis, reporting, and query building, and proficiency with donor CRM systems.
- Proficiency with Microsoft Office applications, particularly Excel, Word, and mail merge functions
- Demonstrated ability to work with a high level of accuracy and manage confidential and sensitive information.
- High level of professionalism, discretion, and judgment.



## Preferred

- Working knowledge of CRM DonorPerfect.
- Experience in rare disease, biomedical research, healthcare, or patient-impact nonprofits.



## Core Competencies

To be successful in this role, candidates should possess the following:

- **Empathy and Compassion** – Passionate about enhancing the quality of life for individuals and families impacted by Ataxia. Exhibits a keen ability to empathize with others, approaching all interactions with kindness and a deep concern for the well-being of the Ataxia community.
- **Cultural** – Demonstrates a deep respect for diversity in all its forms, including race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability or disability, and religious or political beliefs.
- **Data and Reporting Excellence** – Skilled analyst with strong attention to detail, metrics, and reporting curiosity, and forward-thinking mentality.
- **Results-Oriented** – Driven by clear goals and philanthropic impact; thrives in a metrics-informed environment.



## Key Responsibilities

### Database Administration & Integrity

- Serve as the primary administrator of the organization's CRM (DonorPerfect or equivalent), including user management, security settings, and system configuration.
- Maintain data quality standards through regular audits, deduplication processes, and data hygiene protocols.
- Develop and enforce data entry standards and policies for all staff.
- Perform routine database backups and ensure disaster recovery procedures are in place.



## **Reporting & Analysis**

- Design, build, and maintain dashboards, reports, and queries to support fundraising, research, programs, communications, and leadership decision-making.
- Analyze donor and constituent data to identify trends, segment audiences, and surface actionable insights.
- Prepare regular and ad hoc reports on gift processing, retention rates, campaign performance, and grant tracking.

## **Gift Processing & Constituent Records**

- Oversee gift entry, acknowledgment processing, and donor record maintenance in coordination with the development team.
- Ensure timely and accurate recording of all contributions, including online gifts, in-kind donations, pledges, and recurring gifts.
- Oversee and manage event registration process for all stakeholders.
- Serve as the liaison between the development and finance teams to ensure all gifts are recorded and reconciled properly.
- Manage integrations between the CRM and third-party platforms (e.g., online donation portals, event management tools, email marketing platforms).

## **Training & Staff Support**

- Provide training and ongoing support to staff on database usage, data entry procedures, and report generation.
- Develop user documentation, workflows, and training materials.
- Serve as the internal resource for database-related questions and troubleshooting.

## **Systems & Process Improvement**

- Evaluate and implement system upgrades, new features, and third-party integrations to improve organizational efficiency.
- Collaborate with leadership to align database capabilities with strategic priorities.
- Stay current with CRM best practices, non-profit technology trends, and DonorPerfect platform updates.
- Evaluate overall CRM efficiency and effectiveness to provide recommendations on system migration.

## **Additional Notes**

- This is a remote position, with some travel. All travel expenses are paid. Reasonable accommodation will be made for individuals with disabilities to perform essential job functions.



## Benefits Offered

- Medical, Dental and Vision Insurance
- Healthcare flexible spending accounts, FSA or HSA
- Employer-paid basic term life insurance
- Short-term and long-term disability
- Paid parental leave program
- Sick Leave, earn up to one day per month
- Vacation, 15 days per year (20 days after 5 years of service)
- 9 paid holidays plus annual office closure between Christmas and New Year's
- 401(k) plan with employer match



## How to Apply

To apply, email your cover letter and resume to Sandi Smith at [sandi@ataxia.org](mailto:sandi@ataxia.org). Please note "Database Manager" in the subject line.

### **EEOC Statement**

NAF is committed to equal employment opportunity. We do not discriminate in recruitment, hiring, or any other employment practices for reasons of race, color, gender, religion, national origin, gender identity, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

### **Work Authorization**

Applicants must be legally authorized to work in the United States without current or future employer sponsorship. NAF is unable to sponsor employment visas.