

JOB DESCRIPTION

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

The Database & Donor Relations Manager is a full time, salary exempt position responsible for the overall data integration, architecture, and analyses for the Girls Inc. of Alameda County Development Team. This position requires an individual who is passionate about data, self-motivated, analytical, resourceful, collaborative, and extremely detail-oriented.

The Database & Donor Relations Manager holds the structure of the Raiser's Edge database, with an eye for streamlining processes and creating solutions in response to the documentation and data management needs of staff. They will support an integrated, donor-centered development and stewardship program to strengthen funder relationships and deepen financial support and sustainability for Girls Inc.

At this time, Girls Inc. of Alameda County staff are working remotely, but the expectation for this position is to work in our Oakland, CA office once we return safely.

Job Summary

- Recruit, hire, train, support, and supervise the Development Assistant.
- Lead and maintain data integrity and architecture of the Girls Inc. Raiser's Edge donor and volunteer database and constituents therein.

- Manage systems and processes for quality data entry, gift acknowledgements, and reconciliation of financials in a timely manner.
- Work cross-departmentally to create reports representing actuals and forecasted data to be presented to Board of Directors.
- Collaboratively strategize on the implementation of new database modules and build new database modules in Raiser's Edge.
- Lead evaluation processes for annual events and fundraising appeals.
- Manage monthly donor program, partner with Director of Individual Giving to grow membership.
- Create methods to collect data from donors, event guests, and other agency partners to import into Raiser's Edge.
- Create strategic constituent lists for direct mail campaigns, event solicitations, and board communications.
- Complete data entry for gift processing.
- Conduct database trainings for new and existing employees (general use, job specific use, queries, etc.).
- Maintain professional communications and confidentiality with agency funders and partners.
- Provide professional assistance and interaction with donors (via phone, computer, and face-to-face when possible).
- Provide funder information and analyses for grant writing and reporting as needed.
- Create documentation of existing processes and best practices specific to Girls Inc.
- Perform other duties as assigned in person or in virtual workspace.

About You

- Passion for the mission of Girls Inc. of Alameda County.
- Significant knowledge of and experience with Raiser's Edge.
- 3-5+ years in related field, preferably managing systems and support for fundraising and constituent-relations programs preferred. Advanced knowledge of database systems and software integration.
- Ability to inspire, motivate, and manage direct report.
- Excellent project management skills, successfully managing competing priorities and deadlines to produce quality results on time with attention to detail.
- Strong interpersonal skills, with the ability to work both collaboratively and independently.
- Ability to translate technical database issues, needs, and practices for end users.
- Proficient in MS Office, specifically Excel.
- Willingness to occasionally work evenings.
- Bachelor's degree required.

What We Offer

- Compensation: Annual salary range \$62,500 – 64,000
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

To APPLY Please send resume and cover letter to: talent @ girlsinc-alameda.org.
For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

COVID 19:

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.