

# all hands raised



Education, Equity and Excellence  
from Cradle to Career

## Job Announcement

<b>Title:</b>	Manager, Database
<b>Reports to:</b>	Vice President-Strategic Engagement and Communication
<b>Status:</b>	1.0 FTE; Full-time, salaried exempt.
<b>Compensation:</b>	Annual Salary Range is \$ 44,000 to \$ 50,000 (DOE) Excellent benefits package: medical, dental, vision, disability insurance, retirement account contribution and generous PTO and holiday schedule.
<b>Application Deadline:</b>	Open until filled.

**The All Hands Raised Team:** The All Hands Raised team does their work in a collaborative and respectful environment that puts children and racial educational equity front and center. All Hands Raised believes that putting time, energy and passion towards children reaching their academic potential is the job of the entire community. That is why, with a focus on racial equity in education, we relentlessly and systematically connect our community's diverse assets from cradle-to-career in four work areas. All Hands Raised is working to improve the lives of young people aged 0-24 in Multnomah County; and, in turn, the economic vitality of the region. Be part of a committed and talented team at All Hands Raised, who has been named by Oregon Business magazine as one of the 100 Best Non-Profits to Work for in Oregon.

**Position Summary:** The Manager, Database (MD) for All Hands Raised will support the internal systems, technologies, and procedures of the organization by managing all aspects of the donor database and Tableau—an interactive data visualization software tool. The MD has to demonstrate an ambitious professional interest in the systems associated with running an expanding fundraising program and reporting on data associated with student educational milestones. It is essential that the MD understands the importance of entering timely and accurate data, enjoys implementing continuous improvement for the database system, appreciates the need to use discretion, and, knows the high level of accountability to do this essential AHR core function. This position will work in close, daily partnership with the Vice President of Strategic Engagement and Communication and collaborates with other AHR departments on a regular basis to fulfill their data needs.

### Responsibilities and Duties:

- Manage Raiser's Edge, Raiser's Edge NXT CRM, and Tableau and serve as a staff resource.
- Translate the AHR Partnership's outcomes to external and internal audiences including providing strategic insights into the data to communicate outcomes and support storytelling through the development of visuals.

- Support the practice area of communicating data results in a graphic and readable format to ensure that the organization effectively manages and communicates with internal and external stakeholders at all levels.
- Responsible for data hygiene, including data auditing and cleansing, and recommending data hygiene screenings and other initiatives to improve data quality.
- Responsible for data tracking and maintenance, including constituent management, data imports, gift and pledge entry/processing, and timely gift acknowledgment, with an emphasis on accuracy and consistency.
- Serve as the point person for generating reports, queries, exports, mailing lists, email lists, and donor listings from Raiser's Edge, including familiarity with complex reports.
- Create and maintain reporting standards, including data definitions/data dictionary.
- Ensure that online appeals are fully integrated with Raiser's Edge NXT.
- Work collaboratively with the finance team to support the production of monthly financial statements including managing the monthly revenue reconciliation process, gathering required donor financial information for the annual audit and finding solutions for any revenue reconciliation issues that may arise.
- Work collaboratively with the Impact and Improvement team to enter relevant data provided by the team to support the graphic visualization of this data using the Tableau software program.
- Provide and distribute weekly, monthly, and quarterly non-program revenue reports and appropriate update the donor database on time.
- Responsible for all campaign reporting, including progress to goals, dashboards, reports, and all other campaign-related information from the database.
- Implement and maintain portfolio management, grants management, and major gift tracking systems.
- Be proactive regarding daily database issues. Be willing and able to solve data problems or conflicts through personal initiative.
- Train applicable staff in the use of the database and all standard departmental procedures.
- Manage the database security and user permissions.
- Other duties as assigned.

**Professional Readiness:** All Hands Raised understands that there are many ways to determine professional readiness. Our goal is to take a comprehensive look at each job application and assess alignment with the needs of the organization understanding that previous training and experience is a critical factor to consider. The ideal candidate will have the following knowledge, skill sets, professional experience, qualifications, personal attributes necessary to be successful in this position.

### **Knowledge, Skills and Abilities**

- Possesses extraordinary attention to detail and has excellent organizational skills.
- Demonstrates strong analytical and problem-solving skills and the ability to interpret and explain data analytics to team members.
- Experience in systems-level thinking and is competent in communicating complex procedures to others.
- Competency in managing a large volume of tasks independently, balancing competing priorities, and meeting critical deadlines.
- Demonstrated experience in managing confidential donor information.

## Qualifications

- Four-year degree from an accredited college or university or equivalent professional experience to meet job requirements.
- Minimum of two years of RE, RE NXT, and Tableau database experience is required, or a minimum of six years of experience with other donor databases.

## Personal Attributes

- Commitment to the racial educational equity mission of AHR coupled with a passion for public education and compassion for families and children of all cultures, neighborhoods, and demographics.
- Must adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance and convey sensitivity to the needs of donors, staff, and volunteers.
- Enjoys working in a development department with high functioning fundraisers who are team-focused, must enjoy and be successful at working on teams with individual accountability for successful implementation.
- Comfortable working with multi-tasking multiple deadlines for projects and must have personal accountability for following through on commitments.
- Possesses excellent problem-solving skills who is proactive, adaptable and focused on problem resolution.
- Team player with good interpersonal skills who builds productive working relationships with staff based on respect and good rapport, and has a flexible demeanor and sense of humor under pressure.
- Demonstrated understanding of racial equity through lived or learned experience.

## APPLICATION PACKET: HOW TO APPLY

Submit the following application materials to Lisa Dungan Roth, Vice President-Strategic Engagement and Communication via email: [datamanager@allhandsraised.org](mailto:datamanager@allhandsraised.org).

1. A one-page cover letter describing how your qualifications and professional experience aligns with the job description.
2. A resume (not to exceed two pages in length).

**All Hands Raised is an equal opportunity employer without regard to race, color, citizenship, religion, national origin, age, gender, gender identity, disability, veteran, current or future military status, sexual orientation, marital stature, AIDS, pregnancy, childbirth or related medical conditions. This position offers a competitive compensation package including health benefits and a 403(b) retirement plan contribution. All Hands Raised pays 90% of the employee's monthly health insurance premium. Benefits also include a generous paid time off and holiday schedule. All Hands Raised operates using a hybrid schedule for our work.**