

Position: Database Manager**Organization: American India Foundation****Location: New York**

Founded in 2001, the American India Foundation (AIF) www.aif.org is a leading international development organization dedicated to the mission of accelerating social and economic change in India and building a lasting bridge between the United States and India. AIF's initiatives center on Education, Livelihood, and Public Health projects in India. AIF is seeking a full time Database Manager in their midtown Manhattan office

Position Description

The database manager will report to the Annual Giving Manager. This person will manage all data requirements for the organization and will be responsible for the overall integrity of the donor database and all donor data.

Responsibilities:

Raisers Edge/NETCOMMUNITY/BBMS

- Perform daily maintenance and enhancement of all donors, prospect and other constituent records using The Raiser's Edge and Net Community. Monitor and maintain the accuracy, integrity and security of all data; perform imports and exports: manage segmentation attributes, and other data coding.
- Create funds, campaigns and appeals in line with the organization's structure and the Finance Department coding system. Manage and produce gift reports, action reports, prospect reports and mailing lists.
- NetCommunity –Create online registrations and donation pages. Import all internet donations into donor database
- Research prospective donors (individuals, corporations and foundations)
- Matching Gifts – Complete paperwork, initiate and follow up on Matching Gifts
- Send out Acknowledgments for all donations including auction items and in-kind donations
- Develop queries based on needs of AIF Development Team
- Coordinate all campaigns, funds, and appeals are linked correctly between Financial Edge and Raiser's Edge

Donor Services

- Process gift acknowledgments (mail merge) within 3 days of gift received
- Provide event support through following up on acknowledgments, and confirming matching gifts

Data Integrity

- Coordinate the integration between Raiser's Edge and Financial Edge and perform the reconciliation of revenue
- Train team members on all Raiser's Edge software ensuring best practices

Qualifications:

- Must have 4-5 years of experience in Raiser's Edge.
- Experience with prospect research tools, database queries, import/export, reporting functions, event module, actions module and Net Community
- Strong knowledge of Microsoft Word, Excel, mail merge and other standard software and applications
- Ability to work with different levels in the organization and to produce high quality work in a timely manner
- Attention to detail and strong organizational skills
- Honesty and integrity; ability to work with sensitive information while ensuring donor privacy
- Knowledge and experience in Financial Edge is desired

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

Salary and Benefits:

- American India Foundation offers a competitive salary and excellent benefits.

How to Apply:

Please submit the following to ny@aif.org

1. A cover letter outlining your interest in the position and expected salary.
2. Current resume

Due to the potential volume of responses, only candidates selected for an interview will be contacted.