



## **POSITION:**

### **DATABASE AND WEBSITE MANAGER Full Time position**

#### **Chapter Overview**

The First Tee of Metropolitan New York is one Chapter of a national/international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life.

#### **Job Summary:**

The First Tee of Metropolitan New York ([thefirstteemetny.org](http://thefirstteemetny.org)), based in the Bronx, NY is seeking a database expert who is proficient in Raiser's Edge NXT (Fundraising and Marketing) and WordPress (Website). The position would involve on-going development and administration of the database – which would include but not limited to: input of individuals, companies, gift entries, online fundraising campaign and event creation, tax acknowledgements, sponsorship sales pitch and closing status, sponsorship agreement details and management reports. The position would manage all website page development and oversight.

The database and website manager works with the Executive Director (ED) Chief Development Officer (CDO) and Chief of Staff (COS) and is expected to regularly update constituent records, perform routine data entry, regularly clean the data, and assist in the creation of complex queries, exports and reports as well as the creation of RE Online Express fundraising events and initiatives as well as manage TFTMNY website.

The database and website manager will be expected to possess the operational experience necessary to identify donor, sponsor and membership relationship issues and provide remediation in conjunction with the team to improve gift entry, queries, dashboards, processes, donor relationships, program and participant records and reporting.

#### **Job Functions:**

##### Raisers Edge and Website Management

- Act as the main point person for Raiser's Edge and WordPress
- Design and upload fundraising and fundraising event pages with online payment process
- Manage the online payment process and web integration with Raisers Edge
- Develop standards, policies, and protocols for how the database is used and ensure that staff follow them
- Oversee all data quality and maintenance
- Act as main database administrator for the organization; oversee the daily operation of the database, maintain accurate donor and membership records and do daily gift entry, provide technical support for employees and handle all database-related support inquiries from employees and providing on-going training.

##### Fundraising and Communications

- Input information from ED, CFO and COS into the respective databases
- Help track reports with fundraisers on their pipelines, open quotes, new opportunities, recent activities and lost opportunities
- Have a strong knowledge of budgeting and forecasting to reconcile monthly donor reports with accounting/finance team

- Generate reports and create presentations to communicate donor information
- Evaluate ongoing campaigns for return on investment (ROI), traffic
- Assist with the coordination of electronic marketing and social media campaigns

#### Database Integrity

- Create and manage ongoing data hygiene processes
- Responsible for managing the integrity of gift entry and income reconciliation with accounting on a monthly basis
- Monthly reconciliation with Finance and Accounting
- Ability to make modifications and updates to database while maintaining the integrity of the system and data, as issues with the existing database structure are identified
- The candidate must have significant experience with the native reporting functions in RE and WordPress
- Prepare and mail donor and membership and payment reminders
- Track and process all payments, produce monthly reports
- Assist with development of donor lists for the Annual Report and other communications
- Troubleshoot issues and maintain the overall quality and integrity of the donor database and provide effective solutions in a timely manner
- Enter gifts and connect them to board and committee contacts. Run boards give/get reports and ensure the information is correct with each of our fundraisers.
- Ensure data integrity by merging duplicate leads, contacts, and accounts, performing mass uploads, and updating data, as required, and removing unnecessary fields and data
- Manage new releases of RE and efficiently roll out new features; maintain a high level of technical proficiency in RE configuration and updates

#### Other Requirements:

- Must possess current and valid U.S. work authorization and be eligible to work for any U.S. employer without sponsorship
- Bachelor's degree required
- Proficient in Raiser's Edge and WordPress
- Minimum of four years of Raiser's Edge and WordPress administration experience, including large-scale data imports and exports; campaign and appeal creation
- Excellent communication skills to interact effectively with donors and various departments
- Experience with conversion and roll-out preferable, but not required
- The people skills and ability to collaborate effectively with diverse users in fundraising, communications, IT, and programs; ability to translate and explain technical information and users' needs.
- Creative thinker and solutions orientation, an enthusiasm for troubleshooting
- Excellent written and oral communications skills; user training experience
- Ability to work in a team environment across many different markets/cities and drive deliverables in a timely manner
- Must be proficient in MS Office, extremely well-organized and detail-oriented
- Entrepreneurial spirit and enjoys working in a fun, fast-paced office environment
- Technically savvy with a deep understanding and love of data and its uses
- Minimum of 3-4 years database management experience in an organization with diverse data needs

EMAIL RESUME AND COVER LETTER TO  
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