



JOB TITLE: Development Database Analyst
REPORTS TO: Chief Development Officer
STATUS: Full time
PAY RATE: TBD, Exempt/Salaried
LOCATION: San Diego, California

Are you looking for a meaningful career in a position that allows you to make a difference in your community? Voices for Children is a respected, local nonprofit organization focused on fulfilling our mission to advocate for the needs of children in foster care. Consistently ranked in the top three CASA programs out of 1,000 nationwide, our team takes pride in serving our children with the highest level of excellence and care. Come to work at Voices for Children and you'll enjoy a friendly, warm culture with the following generous benefits for our full-time employees:

- Start out with 12 vacation days per year, 13 paid holidays, and an additional 5 days of paid time off after Christmas Day through New Year's Day
- A comprehensive, affordable benefits package to include several medical plan options (one plan is free for employees), vision, dental, flexible spending account, 403b plan for retirement savings, etc.
- A welcoming work environment
- Flexible schedule arrangements

About Us

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

About the Position

The Development Database Analyst will oversee all day-to-day operations associated with the database (Raiser's Edge by Blackbaud) which tracks constituents, gifts, events, and donor/prospect information. The analyst will be responsible for ensuring the accuracy and integrity of the database, queries and reports as well as staff training and support.

Main Duties/Responsibilities

- Oversee and manage VFC's donor database system (The Raiser's Edge by Blackbaud), to ensure accurate and timely data entry and maintenance of complete data on donors and prospects.

- Management includes overall maintenance, user accounts, gift entry, reporting, queries, and data clean-up with the goal of providing current, consistent and accurate data. Manage the annual contract with Blackbaud.
- Develop, document, and implement standard operating procedures for increasing the use of all available Raiser's Edge modules, to include Prospect/Proposal module, Event module, Constituent Actions, Assigned Solicitors, and others.
- Work with the finance department to reconcile donations, as necessary.
- Create and distribute the weekly development income report, monthly fundraising reports, etc.
- Produce and manage donor lists, and annual giving reports for review and analysis.
- Fulfill requests from Development and Executive Team members including information supporting grantmaking, fundraising events, marketing initiatives, and overall strategies.
- Draft and regularly update donor thank-you templates and other correspondence, as required.
- Attend and serve as registration lead for all major fundraising events, managing the before, during, and after of registration, predictive income, and attendance recordkeeping.
- Work with development staff to create look-books of individuals attending key VFC events.
- Conduct and submit research on prospective donors, utilizing wealth screening tools. Provide this information weekly to the Chief Development Officer.
- Respond promptly to donors' phone or email inquiries; interact with donors as appropriate.
- Coordinate and oversee all direct mail campaigns throughout the year.
- Finalize and approve the accuracy of giving data in the annual Impact Report.
- Provide support and training to the Development department relating to Raiser's Edge.
- Identify opportunities for system integration to improve data integrity, eliminate data entry redundancy, and improve cross-functional collaboration.
- Other duties and responsibilities as assigned.

Education/Skills

- A Bachelor's degree is strongly preferred but will consider equivalent work experience.
- Experience using fundraising databases and search engines, e.g., the Foundation Center, Lexis, Google, Wealth Engine, and other online databases.
- Proficient with MS Office suite, including Word, Outlook, PowerPoint, and Excel.
- Experience doing accurate data entry, importing/exporting data, creating spreadsheets, and managing databases preferred.
- Demonstrated proficiency with database management experience, particularly with The Raiser's Edge. At least two years of direct hands on experience is required.
- Highly organized with strong project management skills and the ability to exercise good judgment in prioritizing and managing multiple deadlines simultaneously.
- Excellent research and organizational skills with strong attention to detail and accuracy.
- Strong interpersonal skills, and a high degree of confidentiality and discretion.
- Flexible, entrepreneurial and able to work independently and as a team player.
- Experience overseeing and managing direct mail campaigns
- Exceptional oral, interpersonal and written skills.
- Prior experience working at a non-profit organization is preferred.
- Access to an automobile for local travel is required and must have a valid California driver license and automobile insurance.

Work Schedule

Standard work week is 40 hours; however, employees are expected to work any additional time necessary to meet deadlines and complete assignments. Evenings and weekends may be required. The VFC office is open for business Monday through Friday: 8:00 AM to 5:00 PM. Flexible work arrangements may be considered.

Physical Requirements

- Able to sit for prolonged periods of time
- Able to sit at a desk and view a computer screen for up to two hours
- Able to speak into and use a telephone for long periods of time

Work Environment

- Professional office environment
- Fast paced working with multi-level distractions

Special Conditions

- Able to work extended hours as needed, with some nights and weekends required during special events

How to Apply

Please go to the following link: <https://jsco.re/2jgjf> and click "Apply for this Job" to apply. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume

Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law."