



**BOYS & GIRLS CLUB**  
OF COLLIER COUNTY

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**Job Posting**

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**TITLE:** Database & Donor Relations Manager

**PERFORMANCE PROFILE SOURCE:** Resource Development Professional

**REPORTS TO:** Resource Development Director

**CLASSIFICATION:**  Non-Exempt  Exempt

**POSITION SUMMARY:**

The Database & Donor Relations Manager will possess an understanding of non-profit development and have experience working in and managing the donor database, DonorPerfect, ensuring the integrity and accuracy of constituent information. This key role will succeed in providing skillful database management and analysis, with the ability to execute the essential responsibilities of gift processing, mailing list generation, detailed and diverse reports and monthly reconciliation with the Finance Department. The Database & Donor Relations Manager will support an integrated, donor-centered development and stewardship program to strengthen funder relationships and deepen financial support for Boys & Girls Club of Collier County. This position will assist in the identification, cultivation, and stewardship of existing and prospective major donors, and support fundraising events and additional projects as needed. The successful candidate enjoys strategy, data, and analysis while understanding the vital importance these concepts play in overall fundraising efforts. He or she will stay informed of developments in the field, seeking professional development opportunities to improve department efficiencies and personal skill development and provide recommendations for new processes, upgrades or equipment, when necessary. The Database & Donor Relations Manager will also assist in developing a research effort to identify current and prospective donors who have capacity and the capability of making major gifts to support the Boys & Girls Club of Collier County and its mission.

**JOB RESPONSIBILITIES/ KEY ROLES:**

- Manages gift processing for Donor Perfect, including processing donor data from source documents, updating and editing donor database files, and performing other information-handling functions.
- Produces donor acknowledgment letters, solicitation letters, and other sensitive correspondence.
- Data clean-up, maintenance, and constituent record updates
- Building complex queries as needed to prepare reports for appeals, donor recognition and all other development office functions including the monthly reconciliation of revenue.
- Develops the procedures, and processes pledges/gifts for all campaigns.
- Administration Duties - Email donor list management, copying, and tracking guest invitations/responses.
- Support Resource Development department leadership with prospect research, analyzation of donors and solicitation strategies.
- Leveraging constituent data for the advancement of the organization's goals and exploring new opportunities for capturing information or more efficiently managing relationships
- Developing and performing daily, monthly, quarterly and annual audits to ensure accuracy and data integrity

**QUALIFICATION REQUIREMENTS:**

- Four-year degree in related field from an accredited college or university preferred
- Three years of commensurate experience
- Advanced skills and knowledge of DonorPerfect or other non-profit software preferred
- Proficiency in Microsoft Office and Excel is required
- Knowledge of SQL and Crystal Reports preferred

**To Apply:**

Qualified interested candidates will send cover letter and resume to [hr@bgccc.com](mailto:hr@bgccc.com)

Position will remain open until filled.

Database & Donor Relations Manager salary range is \$38,000 - \$42,000 based on education and experience.

**EOE/DFWP/SFWP**