



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Database & Donor Relations Manager
Reports To:	Resource Development Director
Salary Range:	\$40,000 - \$48,000 Commensurate to Experience
Job Location:	Naples

Job Summary

Boys & Girls Club of Collier County (BGCCC) seeks a full-time Database & Donor Relations Manager. This position reports to the Director of Resource Development and is responsible for managing the donor information system. This includes reporting and analysis of data, gift processing and acknowledgements, as well as managing data import and data entry, data extraction, data quality, and other related activities. The Database & Donor Relations Manager will be the lead contact for data analytics, working with key staff and stakeholders to understand data needs and develop actionable insights.

Key Responsibilities

Systems & Database Management

- Manage all aspects of DonorPerfect database including data integrity, updates, and corrections.
- Develop effective and efficient systems to manage data connections and transfers between DonorPerfect and other BGCCC systems.
- Manage processing of all gifts via mail, credit card, online, and stock transfer.
- Strategize and manage implementation of data enrichment services, determining the best use of DonorPerfect features to accomplish the goals of BGCCC.
- Manage vendor relationships to support development operations.

Gift Entry, Acknowledgement, & Reconciliation

- Enter gifts into database with appropriate coding.
- Produce acknowledgement letters/tax receipts and ensuring that donor information and letter content is accurate.
- Generate pledge reminders and invoices.
- Batch all cash, checks, and credit card donations in a timely basis.

Reporting

- Develop reports and manage the regular distribution of data.
- Produce queries, reports, and lists needed for mailings, events, moves management, etc.
- Create custom dashboards for development and leadership staff which demonstrates revenue progress in real-time and manages tasks and actions.



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Donor Prospecting and Data Analysis

- Research new prospective donors.
- Research giving capacity of new and existing donors to identify major gift prospects.
- Analyze donor giving trends, event and appeal data, and make recommendations for future actions.

Customer Service

- Provide high quality customer service to donors and prospective donors.
- Track guest invitations and responses for BGCCC events

Other duties as needed

Experience & Qualifications

- Bachelor's degree in related field from an accredited college or university preferred
- 3-4 years of donor database experience; DonorPerfect experience preferred
- Excellent communication and interpersonal skills
- Strong analytical and organizational skills a must

Additional Qualifications

As a person you are:

- Passionate and high-energy— you love building connections between departments, ensuring organizational success through the accomplishment of financial goals
- Highly organized and self-motivated— you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

To Apply

Qualified interested candidates will send cover letter, resume to the Human Resources Dept. at hr@bgccc.com.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/DFWP/SFWP