



The **Database Manager** oversees all aspects of the BCS Foundation's donor database and gift processing systems. This role is responsible for the integrity, structure, security, and effective use of BPESF's CRM (Salesforce), ensuring accurate gift processing, timely donor acknowledgments, high-quality reporting, and strong system adoption across staff and volunteers.

The Database Manager plays a critical role in supporting the Annual Fund, fundraising events, major gifts, stewardship, and Board reporting. In addition to day-to-day database operations, this role will lead ongoing improvements to BPESF's use of technology, including automation, structural enhancements, and exploration of emerging tools to increase efficiency and data quality.

This is a part-time, remote position with flexible hours between 10-15 per week.

KEY RESPONSIBILITIES

Donor Database Ownership & Governance

- Serve as the primary administrator and steward of the Foundation's Salesforce donor database.
- Maintain overall database quality and integrity, including data structure, security, deduplication, and quality control standards.
- Partner with Salesforce consultants as needed to troubleshoot issues, implement upgrades, and improve system functionality.
- Establish, document, and maintain database policies, procedures, and best practices.

Gift Processing & Donor Acknowledgment

- Oversee **daily gift processing**, including review, entry, batching, and verification of all donations across giving platforms.
- Ensure timely and accurate donor acknowledgments and receipts in coordination with development staff and finance.
- Monitor data accuracy related to pledges, recurring gifts, corporate matches, stock gifts, and other non-standard contributions.

Financial Reconciliation & Audit Support

- Conduct **monthly reconciliation** between Salesforce and QuickBooks in coordination with the Bookkeeper.
- Support the Finance team, Treasurer, and Executive Director with data preparation for the annual audit and financial reviews.
- Generate reconciliation reports and documentation as required.



Reporting, Analytics & List Management

- Create, customize, and maintain dashboards, reports, and exports for the Executive Director, Board leadership, staff, and volunteer campaigners.
- Generate donor recognition lists.
- Analyze data trends to support fundraising strategy, participation tracking, and donor engagement insights.

Training & User Support

- Lead onboarding and ongoing training for staff and volunteers on Salesforce use and database best practices.
- Serve as the internal “superuser” and first point of contact for database questions and troubleshooting.

Systems Improvement & Automation

- Explore and recommend enhancements to BPESF’s technology stack to improve data quality and operational effectiveness.
- Implement and manage automation, workflows, and integrations where appropriate.

QUALIFICATIONS

- Bachelor’s degree preferred; equivalent experience in nonprofit database or CRM management considered.
- Minimum of **3–5 years of experience** managing donor databases or CRMs in a nonprofit or school-based organization.
- Strong experience with **Salesforce** or a comparable donor CRM, including reporting, data management, and system configuration.
- Working knowledge of annual fundraising programs and gift processing workflows.
- Exceptional attention to detail and commitment to data accuracy and confidentiality.
- Strong analytical, organizational, and problem-solving skills.
- Ability to work independently and collaboratively with staff, Board members, consultants, and volunteers.
- Clear written and verbal communication skills.
- Ability to pass a background check.