



Career Opportunity

Title: Database Manager & Prospect Researcher

ORGANIZATIONAL BACKGROUND

- The North Dakota Community Foundation (NDCF) is a statewide, charitable, nonprofit, publicly supported, nonsectarian philanthropic institution. It currently manages over \$120 million in charitable assets and has annual revenues in excess of \$10 million. The mission of the organization is to improve the quality of life for North Dakota's citizens through charitable giving and promoting philanthropy. Learn more about what we do at www.NDCF.net
- NDCF has grown substantially in recent years and will continue to experience growth and organizational change going forward. Existing staff have identified a need for a database manager and prospect researcher to support the mission and growth of our organization.
- The Foundation is committed to offering a good work-life balance as well as career growth and promoting continuing education for employees.
- Compensation is competitive with the market and the position offers an excellent comprehensive benefits package including retirement, medical, vision, dental, life and long-term disability insurance, and generous vacation and sick leave.

Job Description

- The Database Manager and Prospect Researcher is a key member of the staff and is responsible for developing and maintaining NDCF's donor-focused database systems in collaboration with staff to collect, store, organize, and report on data. The intent is to grow a fluid system that supports the gift development cycle from identification through stewardship and Legacy.
- This is a permanent full-time position in Bismarck, ND working in a typical office environment.
- This position reports directly to the Chief Executive Officer.

Duties of this position include, but are not limited to the following:

- Coordinate with NDCF staff to develop, organize, and group profiles into usable categories for marketing, solicitation, stewardship, and effective reporting.
- Spearhead the development of new database tools to collect key data used in building relationships and connections with donors and potential donors. Organized around NDCF work processes.
- Serve as an active prospect researcher, identifying prospects for program visits and moving annual donors into the next giving level. Make creative connections between and among people, organizations, and events.
- Analyze and interpret financial data and assets, biographical and personal information, professional and business information, areas of interest, philanthropic support, affiliations,

compensation, stocks/options, retirement plans, and property transactions in order to identify financial capacity and propensity for making major gifts, annual gifts, and planned gifts.

- Develop comprehensive prospect reports and briefs tailored to the needs of Development staff.
- Facilitate and streamline the collection and organization of event data.
- Facilitate the collection of data for key stakeholders including professionals in banking, finance, wealth management, and business leadership as needed.
- Help create mailing lists and other reports for campaigns from coded data.
- Ensure the accurate flow of data from CRM into CSuite
- Facilitate the organization of data to encourage effective internal communication and reporting
- Coordinate with the Director of Communications and Marketing to provide reports, mailing lists, and track response rates for various marketing initiatives.
- Emergency management: Organize data in a way to encourage rapid response to sudden community needs.
- Help to maintain a safe and secure working environment
- Cross-train with accounting and other administrative tasks.
- Other duties and special projects as assigned

Qualifications

- Must be able to maintain the highest level of integrity and confidentiality
- Must be extremely accurate and precise while handling multiple tasks
- Must be proficient with Excel, Word & Outlook.
- Must have strong organizational & technical skills with attention to detail and accuracy
- Must have strong written and oral communication skills
- Must be able to interact with other team members, donors, grantees, and the general public in a respectful, courteous, and professional manner.
- Associate's or Bachelor's Degree required
- Ideal candidate will have experience in the nonprofit industry or in sales
- Experience with fundraising and terminology a plus

Anticipated Salary Range: \$45,000 - \$60,000

Generous benefits package includes: vacation leave, sick leave, paid holidays, paid health insurance, vision/dental allowance, and retirement allowance.

To Apply

This position is available to begin immediately and will be filled as soon as a qualified candidate is identified and accepts the position. Applicants must be able to pass a drug test and criminal background check.

Email as an attachment a cover letter & a resume to Kevin@NDCF.net or mail to:

Kevin Dvorak, President & CEO
North Dakota Community Foundation
PO Box 387
Bismarck, ND 58502-0387