



Job Vacancy Announcement

Development Database Manager (F/T, non-exempt, hybrid work option)

The *Jewish Council for the Aging (JCA)*, located in Montgomery County, Maryland helps the wider community thrive by providing programs and services that support older adults and their families and build bridges across generations. Our focus includes:

- Empowering independence for seniors through transportation and employment programs.
- Offering solutions to families seeking information and support around aging through our Senior HelpLine and Medicare information services as well as our Kensington Clubs for people with early-stage dementia.
- Building caring connections across generations, through our Interages® Center that connects seniors with K-12 students.

Last year JCA directly served more than 6,000 people and indirectly touched at least 18,000 through social media, the website, and the Senior Resource Guides published in *Washington Jewish Week*. JCA serves seniors of all faiths, races, ethnicities, and income levels throughout the Washington region.

For more information about JCA, visit <https://accessjca.org/>.

Job Title: Development Database Manager

Hours: F/T

Salary Range: \$42,000-\$45,000

Work From Home Option: Up to 3 days per week, provided the capability to print acknowledgment letters from home on a JCA -provided computer

Job Summary

Reporting to the Senior Director of Development and Communications, the Development Database Manager is responsible for: 1) ensuring that all donor and prospective donor data are collected, stored, used, and reported properly; 2) performing data entry and acknowledging gifts in a timely and accurate manner; 3) maintaining data security; 4) overseeing data integrity; 5) handling complex queries, exports, and imports as required for the work of the Department.

GENERAL RESPONSIBILITIES/DUTIES:

- Enter gift data into Abila and use template letters to create personalized thank you letters to donors, including being aware of situations in which tax information should be omitted from the thank you letters.
- Process pledges and keep accurate records of calendarized pledge payments.

- Produce standard and customized reports for direct mail appeals, e-newsletters, and other Development functions.
- Maintain or improve the integrity, security, and usability of the JCA donor database, including reviewing obituaries, making changes based on returned mail, accurately creating new records, and other relevant activities.
- Support the Senior Director of Development and Communications by creating customized reports, based on complex queries, to evaluate fundraising success and opportunities.
- Help develop and then maintain and improve standard operating procedures and procedure manuals to guide the input, security, and use of JCA Development data across activities related to prospect management, cultivation, solicitation, and stewardship.
- Train other JCA staff in appropriate use of the database.
- Prepare specialized reports to assist JCA volunteers and staff who solicit gifts or to support the fundraising goal and organize other special events.
- Suggest new reports and continuously improve report formatting.
- Perform other duties as assigned

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Proficiency with a development donor database (ideally Abila Fundraising 50) and the capacity to become proficient within 30 days with any other donor records management, reporting, or word processing software that JCA acquires.
- Familiarity with Office 365, including Word, Excel, Teams, and Outlook
- Excellent communication skills, including proficiency in written English
- Strong problem-solving skills
- Exceptional attention to detail
- Flexible, able to manage multiple priorities and meet deadlines
- A team player
- Desire to learn
- Ability to work occasionally during evenings, weekends, or other odd hours.
- Associate's degree, bachelor's degree, or any other combination of skills, abilities, or education that would render a candidate qualified for this position.

PREFERRED:

- Advanced Microsoft Excel user, with experience in pivot tables, data filters, flat data tables, data sorting, conditional formatting, formulas, trim and concatenating fields, removing duplicated values, finding and replacing values, basic graphs, and formatting data.
- Basic Transact-SQL knowledge to develop queries in SQL Server to remove duplicate and create calculated fields
- Experience in a fundraising/development setting
- Passion for older adults/aging

Compensation and Benefits: JCA offers a competitive compensation and benefits package including a 403(b); 100% company-funded Defined Contribution Retirement Plan after 2nd year; health and dental plans available to those working over 20 hours weekly; short and long-term disability insurance; life insurance; paid time off to include company and individual holidays, vacation, and sick leave.

TO APPLY: Email a cover letter and resume with subject line of your last name/Job Title to resumes@AccessJCA.org

JCA believes in equal opportunity for all workers, regardless of age, and that 50+ workers should have a level playing field in their ability to compete for and obtain jobs. Recognizing the value of experienced workers, we have proudly signed the AARP “Work Reimagined Pledge” — a promise to recruit across diverse age groups and to consider all applicants on an equal basis as we hire for positions within our organization.

It is the policy of the Jewish Council for the Aging of Greater Washington, Inc. to prohibit discrimination on the basis of race, sex, sexual orientation, gender, gender identity, gender expression, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, hiring and promotion of its staff. Moreover, reasonable accommodations are available to persons with disabilities during application and or interview processes in accordance with the Americans with Disabilities Act. JCA intentionally seeks diversity in our staff, reflecting the diversity in our community.

Posted 8/17/22 Open until filled.