

Job Posting

Position Title: Development Database Manager

Direct Supervisor: Associate Vice President, Institutional Giving

Employment Type: Full-Time Exempt (40 hours/week)

Position Posted On: March 3, 2023

Salary Range: \$50,000-\$75,000

Application Due By: March 17, 2023

Location: Remote

About Horizons

At Horizons, we envision a future in which every child thrives. Horizons National is the central office of a nation-wide network of education programs that advance educational equity by building long-term partnerships with students, families, communities, and schools to create inspiring learning opportunities outside of school. Horizons affiliates, along with Horizons National (HN), make up the Horizons Network: a powerful community dedicated to increasing opportunity for children from communities that have been historically, systemically, and structurally under-resourced.

The first Horizons program began in 1964 in response to the Civil Rights Movement. For 30 years, the program helped local students accelerate learning and broaden their experiences, including learning to swim. In 1995, Horizons National (HN) was formed to spread the successful model to new communities. Today, there are 74 Horizons sites in 20 states, and the Network continues to expand every year. In addition to program expansion, HN is responsible for supporting our growing Affiliate Network with a suite of training and resources, professional development, peer-led communities of practice, and Network convenings including the Horizons National Annual Conference & Meeting.

About Horizons National

At Horizons National, we have two primary roles: to expand the Network and to support and provide quality assurance to affiliates. The Horizons National staff is lean and motivated by our mission, working collaboratively across teams to ensure that we achieve our goals. Each staff member contributes their unique strengths to the organization and has continued opportunities to learn, share ideas, take innovative risks, and think strategically. Often, as staff members expand their skills over time, their roles may evolve. Just as we work to ensure caring, welcoming environments for Horizons students, we also prioritize the well-being of our National staff - offering flexible work schedules, generous benefits packages, remote work options, various communication channels, and opportunities to connect with colleagues both during and outside of work hours.

Our Commitment to Equity, Diversity, and Inclusion

As an organization whose central purpose is to mitigate inequities in education, Horizons is committed to Equity, Diversity, and Inclusion (EDI), and we strongly denounce racism, sexism, and discrimination of any kind. Focus on EDI is central to Horizons National and our affiliate Network, though we acknowledge we have a long way to go to. We have prioritized ensuring that the Horizons National Board and team is diverse and inclusive, and that the entire Horizons Network is empowered to bring their authentic selves to their roles.

Given our Network-wide commitment to EDI, the ideal candidate for this role at Horizons National must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously. We are eager to welcome future HN team members who share our commitment to EDI, and we strongly encourage individuals from diverse backgrounds to apply.

Position Summary

The Development Database Manager leads Salesforce data entry and reporting and ensures data integrity to support high-quality development activities and relationship management. Additionally, the Manager provides scheduling and associated administrative support for the five-person Development team. The Manager is a self-starter who supports the organization-wide priority of continuous improvement, identifying workflow and task improvement opportunities, and ideally suggests improvements to boost departmental and organization capacity. The Manager is a highly collaborative role and is responsible for revenue reconciliation with the finance department, execution support for Horizons Giving Day, support for year-round donor communication, and stewardship activities and events. This role reports to the Associate Vice President, Institutional Giving.

As Horizons National embarks on an ambitious and rapid growth trajectory, a self-starter donor database and analysis leader will be critical to the organization's fundraising team.

Primary Position(s) Responsibilities

Database Management

- Manage and ensure prompt and high-quality donor gift entry into the Salesforce system, tracking gifts through various sources to be monitored daily.
 - This includes high-volume gift entry,
 - Acknowledgement and data analysis during Horizons Giving Day
 - All online fundraising events and other high-volume giving seasons
- Serve as primary team resource for Salesforce integrity, reporting and data analysis.
- Prepare weekly revenue reports and update revenue dashboard.
- Reconcile Salesforce gift data with Finance / Operations team.
- Follow and recommend updates to Salesforce system.
- Document any updated duty-specific processes and protocols.
- Data Integrity, analysis, and reconciliation of gifts with the finance office

Donor Engagement

- Supports the Development team by logging donor stewardship and cultivation activities into Salesforce records.
- Receive, book, and monitor annual pledges from campaign donors and the Board of Directors
- Identify efficiencies for donor management within Salesforce system.
- Conduct prospect research and develop research profiles for individuals and institutional donors and prospects.
- Provide presentations, reports, and data to support the development team.
- Prepare solicitation presentations, packages, and mailings.
- Manage special event logistics, virtual and in person (cultivation events)
- Assist and coordinate the online giving platform for Horizons National Giving Day and the execution of peer-to-peer fundraising.
- Prepare, circulate, and revise donor data lists for cultivation, planning, and recognition purposes

Administrative

- Maintain department meeting schedule.
- Provide administrative support as needed, for the development team.
- Provide administrative support to the CEO, and SVP of development, as needed

Ideal Candidate Qualifications and Experience

At Horizons National, we know there are countless ways to learn, grow, and excel professionally. We respect this when we review applications, and take a broad look at the experience, skill set, and personality of each applicant. We want to get to know the unique strengths and perspectives you will bring to the work. We are most likely to be interested in your candidacy if you exhibit the majority of the qualifications and experiences listed below. A genuine sense of humor and a strong sense of self is welcomed and appreciated!

Desired qualifications include:

This position is full-time and can be staffed remotely

- Minimum of 3 years of professional experience in relevant positions.
- Expert understanding of Salesforce data system required; administrator-level credentials and experience with NPSP (Salesforce's Non-profit Success Pack) preferred.
- High level of proficiency in Microsoft Office and Google Suite required.
- Exceptional communication skills, written and verbal.
- Strong follow-through, exceptional organization skills, and a keen attention to detail.
- Proven ability to set and meet deadlines with competing priorities.
- Work effectively under pressure and successful experience working in a fast-paced environment.

- Excitement about and commitment to the mission of Horizons National.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Willingness to engage in EDI-related work and conversations.
- Values innovation, continuous improvement processes and life-long learning.
- Eagerness to contribute on both an individual and team level.
- Values peer-to-peer learning and is excited about working collaboratively across organizational and
- Ability to work remotely, be focused, self-driven, and comfortable communicating across different channels.
- Flexible and adaptable working style, proactive and reliable - sense of humor welcome.

Compensation and Benefits

- \$50,000 - \$75,000 Annually
- Paid Time Off with Paid Holidays
- Medical/Dental/Vision Coverage
- 401k with Company Contribution
- Long-Term Disability and Life Insurance
- Short-Term Disability and Personal Leave
- Telecommuting Opportunities and Flexible Work Schedules
- Professional Development
- Commitment to Equity, Diversity, and Inclusion

Application Process

- Interested applicants should submit a cover letter, resume and respond to questions via the link; <https://www.cognitofirms.com/HorizonsNational1/DevelopmentDatabaseManager>
- No phone calls please
- Selected applicants will be contacted by Hiring Manager to set up an interview
- Interviews will be scheduled on a rolling basis and may include phone or video, with one or more Horizons National staff members
- Questions may be directed to giving@horizonsnational.org
- People of color and members of other historically excluded groups are welcome, and encouraged, to apply

Horizons National is an Equal Opportunity employer. Employment opportunities at Horizons National are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race; color; religion; sexual orientation or transgender status; gender identity or expression; pregnancy or related medical conditions; workplace hazards to reproductive systems; national origin and ancestry; age; veteran status; current physical or mental disability or history of; intellectual or learning disability; genetic information; homelessness status; sexual harassment; marital or civil union status; lawful activity outside of the workplace such as tobacco use; or any other characteristic protected by law.