



## Database Manager/Fundraising Assistant

Full-time position for an individual with excellent attention to detail, database management experience, good writing and communication skills who is interested in a career in the non-profit sector.

Purpose: To support the fundraising efforts of the organization.

Reports to: Director of Advancement and Communications

### Major Responsibilities Include:

- Manage the day to day operations of the fundraising database (Donor Perfect) including: data entry, gift recognition, gift reports, data maintenance, etc.
- Assist in preparation of direct mail pieces including production of mailing lists, implementation of mail merges and coordinating bulk mailings.
- Manage donor recognition activities (thank you letters and calls, recognition in publications, etc.).
- Assist Special Events Committee by organizing, implementing and attending all fundraising events.
- Assist staff in preparation and layout/design of fliers for programs and events
- Assist with social media outreach for the organization using all platforms. (*Facebook, Instagram, Twitter, Linked-In*)
- Assist Executive Director and Development Committee with special projects
- Assist in prepping for Development Committee and Community Advisory Board meetings (*Duties include: taking minutes, set-up refreshments, and assist with follow-up calls to members and setting up agendas*)
- Assist with prospect research of individuals, organizations, businesses, corporations, and foundations.
- Assist with basic website maintenance
- Other duties and responsibilities assigned to further the purpose and mission of Greater Newark Conservancy.

### Requirements:

BA/BS or equivalent work experience

Electronic data management and word processing skills



Detail oriented  
Excellent computer skills including mastery of Microsoft Word and Excel  
Excellent written and verbal communication skills

Requirements: Strong interpersonal skills.  
High energy  
Good customer service skills  
Results oriented  
Valid driver's license  
Own transportation required

Works closely with Executive Director, Director of Advancement and Communications, and Development Committee of the board. Full time position 40 hours per week. Must be able to work occasional evenings and/or weekends as needed. Clean driving record required. EOE/AAE

Position available immediately. Please forward cover letter and resume to [dhurley@citybloom.org](mailto:dhurley@citybloom.org)