



Title: Database & Portfolio Manager

Date: April 2019

Department: Development

Reports To: Director of Development

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### **Can Do MS Mission:**

Can Do MS delivers health and wellness education programs to help families living with MS thrive.

### **Position Summary**

The Database and Portfolio Manager is responsible for the planning and execution of all individual giving appeals, donor marketing campaigns and database management.

### **Duties/Responsibilities**

- Maintain a comprehensive donor database through the management of contributions, acknowledgments, and accurate profile information.
- Manage major donor portfolios and moves management system for all development and leadership staff.
- Work with the team to fulfill donor recognition including event sponsorship recognition, individual and corporate giving.
- Oversee the addition of all new information into the database, including changes to records. Responsible for all gift entry and acknowledgments.
- Utilize peer-to-peer fundraising software, Team Raiser, to create and manage online fundraising platforms and track special event contributions where applicable. Collaborate with development and marketing to create new team pages as needed for new campaigns.
- Assist the development department in donor prospecting using available software and prospect management techniques. Analyze and research prospects through database management, as well as qualify new donors.
- Develop and coordinate logistics and marketing campaigns for annual/monthly giving, special events, and board giving.
- Liaison between the marketing and development departments for peer to peer campaigns and annual giving. Assist with the execution of mailings, appeals and associated tasks involving outreach to constituents.
- Act as the primary lead for Blackbaud for Can Do MS and ensure a successful and full implementation in 2019. Ensure that Blackbaud training is completed by all staff. Oversee procedures and policies to maximize revenue with Raiser's Edge.
- Lead and manage the Combined Federal Giving Campaign and Colorado Gives Campaign by attending regular meetings, applying for state registrations and keeping the development and marketing teams informed.
- Point person for the financial team for monthly reconciliations to ensure proper record keeping.
- Support administrative tasks including but not limited to taking notes for the development meetings and sending action steps, sending direct mailings, managing in-kind inventory for the audit, coordinating in-office volunteers, filing, purchasing supplies and performing regular data cleanup as necessary.
- Develop and adhere to best data management practices to assist the team in meeting goals.
- Create weekly gift tracking and support making thank you phone calls.

- Develop and produce key reporting for committees and board meetings, including note taking during meetings as requested.
- Provide event support for fundraising events including event registration systems, on-site event support, and gift collection follow up as needed.

### **Qualifications**

- Education/Experience Requirements
  - Four-year college degree.
  - Four years' experience in nonprofit development, database management, and marketing is preferred.
  - Experience in web-based fundraising campaigns, annual giving, and prospective research.
  - Experience with donor database software such as Blackbaud preferred.
  - Successful experience in working with staff, volunteers, and board members in fundraising and event activities.
- Knowledge, Skills, and Abilities
  - Excellent organizational skills, ability to prioritize, and multi-task.
  - Self-starter with ability to work both independently and as part of a team.
  - Strong analytical, writing, database/computer, and communication skills.
  - Proficient in Microsoft Office products.
  - Proficient understanding of database management systems and web-based fundraising platforms.
  - Ability to work in a fast-paced, creative and deadline-oriented environment.
- Physical Demands
  - Some lifting of boxes associated with set-up for events.

### **Work Environment**

- Exposure to a normal office environment.
- Willingness to travel to special events.

### **Please send cover letter and resume to**

- Lauri O'Brien, [info@cando-ms.org](mailto:info@cando-ms.org)