

Job Description

Title: **Research and Database Manager**
Type: Full time, Non-Exempt
Team: Philanthropy Services
Reports to: VP for Philanthropy Services & General Counsel

Role Description: The Research and Database Manager is responsible for performing comprehensive and detailed prospect research and identifying new donor prospects for the Foundation's fundraising efforts. In addition, this position will maintain the Foundation's database, working closely with other team members to ensure best practices for database maintenance and administration.

Key Duties and Responsibilities:

- Conduct research to qualify new donor prospects, utilizing both internal and external resources. Develop strategies, identify new prospects, and advise on specific research and reporting needs.
- Research specific individuals, corporations, and foundations, as requested by the Philanthropy Services team.
- Work with Donor Experience Manager and other members of the Philanthropy Services team to define stewardship and donor experience criteria for portfolios across the team.
- Advise on new software investments and latest technologies available for prospect research and analysis. Identify new and ongoing needs and long-term plans for application of information technology to development and research.
- Manage the Foundation's Foundant Community Suite (CSuite) software, to include developing best management practices for cleaning system data and maintenance. Develop a detailed understanding of all aspects of CSuite software.
- Manage donor portfolios and Opportunities in CSuite for moves management. Create and run CSuite Reports.
- Develop, design, and prepare reports and dashboards for board and committee meetings. Prepare and run mailing lists.
- Work as needed with others to complete Give to Lincoln Day donations and receipt letters.
- Clean and import data from Give to Lincoln Day.

Qualifications:

- Bachelor's degree or equivalent required.
- Minimum 2-3 years of experience in relevant field with transferrable skills, prospect research methodology, data mining, or related data integrity field preferred. Other relevant experience includes performing research duties in a development, academic, nonprofit, or corporate setting.
- Experience with Microsoft Office Suite. Experience with Community Suite preferred or similar biographical relationship database (e.g., Raiser's Edge).
- Detail-oriented individual with attention to accuracy. Must be able to organize large amounts of detail and report clearly and accurately to stakeholders.
- Excellent inter-personal relationship skills.
- Good oral and written communication skills.
- Highly organized, self-motivated and ability to meet deadlines.

LINCOLN COMMUNITY FOUNDATION

Every team member employed by the Foundation shall possess:

1. Integrity
2. High energy and a positive attitude
3. A dedication to quality and accuracy
4. An ability to work well with co-workers
5. An ability to fulfill their job requirements with minimal supervision
6. Good oral and written communication skills
7. Commitment to the mission of Lincoln Community Foundation

Lincoln Community Foundation seeks to recruit and retain a diverse workforce that reflects the community and is an equal opportunity employer. There is no discrimination with regard to recruiting, hiring, training, assignments, promotion, or other conditions of staff employment because of race, creed, color, sex, religion, veteran status, national origin, citizenship, age, marital status, sexual orientation, pregnancy, disability, gender expression and gender identity, and any other protect characteristic as established by law.