



Dave Thomas
Foundation
for Adoption®

Forever Families for Children in Foster Care

Position Description

Position Title: Information Manager
FLSA Status: Exempt
Prepared Date: January 2022
Reports To: Senior Director, Development

The Dave Thomas Foundation for Adoption is a national nonprofit public charity dedicated exclusively to finding permanent homes for the more than 150,000 children waiting in North America's foster care systems. Created by Wendy's® founder Dave Thomas, who was adopted, the Foundation implements evidence-based, results-driven national service programs, foster care adoption awareness campaigns and innovative grantmaking. The Foundation has an opening for a full-time manager of development data.

STATEMENT OF PURPOSE

Under the direction of the Senior Director of Development, the Information Manager will manage all donor information for the Dave Thomas Foundation for Adoption. The Information Manager is responsible for database support and analysis of the fundraising program at the Foundation. The Information Manager is part of a high-performing team that implements a comprehensive development program identifying, cultivating, soliciting and stewarding annual, major and planned gift donors and prospects to support the needs of the Foundation's mission.

ACCOUNTABILITIES

- Responsible for all aspects of data entry in The Raiser's Edge Software including: posting/acknowledging gifts, updating records, generating reports, analyzing data, updating database policies/procedures, coordinating all data cleansing projects
- Manages complex list pulls and segmentation of donor lists/reports for events, direct mail projects, major donor prospects, planned giving prospects, and stewardship
- Act as lead staff member for data projects with partner agencies
- Develops and hones tracking systems in Raisers Edge to maintain up to date records and donor preferences
- Collaborates and assists Development staff to identify data they wish to capture and record in Raisers Edge and assist the Sr. Manager, Research and Data in determining the best structure
- Provides accurate and timely Raiser's Edge data to Foundation staff; supports development team by creating, testing and implementing standard queries in Raiser's Edge; creates ad-hoc queries to provide accurate data as requested and to ensure the integrity of the database.
- Responsible for reconciliation of data and assurance of accuracy in reporting to Finance team
- Collaborates with Foundation staff to determine data selection requirements for appeals and mailings such as newsletters and tax receipts, and to extract the data required with expert attention to detail
- Upholds and assists in the development and annual review of the Data Entry Standards and Ethical Data Sourcing policies to guide and educate Foundation staff in order to improve the flow of information, processes for inputting and overall database efficiencies.

- Build out and manage all donation forms and updates to other forms in Luminate, the Foundation's email and donation form software

KNOWLEDGE AND SKILLS

- 1-3 years of experience with Blackbaud products; Minimum 3 years database management including query and report generation
- Strong analytical and problem-solving skills, with a methodical approach to systems administration
- Exceptional organizational skills
- Remarkable attention to detail
- Ability to maintain strict confidentiality with privileged information
- Excellent people and communications skills, with an ability to work independently and on a collaborative team; personal qualities of integrity, credibility, and commitment to the mission
- Flexible and able to multi-task; can work within a fast-moving environment, while also driving towards clarity and solutions; demonstrate resourcefulness in setting priorities and goal and evidence based activities

EDUCATION AND EXPERIENCE

- Undergraduate degree required.
- 3-5 years' experience in non-profit environment preferred or equivalent combination of education and experience.

TRAVEL

No travel required in this role.