



POSITION

The Database Manager is a part-time position (20 hours a week) at the Denver Public Schools Foundation. Primary responsibilities include managing and maintaining the structure and integrity of DPS Foundation's database utilizing Blackbaud's Raiser's Edge NXT, processing acknowledgment letters, and supporting overall data and training needs of the in support of the fundraising needs of the organization. The Database Manager is detail-oriented and a logical thinker who understands time management, and is a skilled and clear communicator helping inform and propel a data driven fundraising strategy to further DPS Foundation's mission to serve Denver's students, educators, and families. We offer a competitive hourly wage range of \$25 - \$33 commensurate with experience and qualifications and the role follows a hybrid work model based in Denver.

WHO WE ARE

At the Denver Public Schools Foundation, we believe our city is stronger when every student graduates ready to lead a successful life. As the strategic fundraising partner of Denver Public Schools, we collaborate closely with educators and district leaders to direct philanthropic and community support toward the highest-impact investments. Our mission is deeply rooted in equity, excellence, and opportunity for all students. We are a small, dynamic, and mission-driven team that leads with our values and centers student success in all we do.

WHO WE ARE LOOKING FOR

We are seeking a sharp, detail-oriented database manager who is passionate about public education and committed to supporting the database infrastructure of our fundraising organization. The ideal candidate must be highly proficient with the Raiser's Edge and Raiser's Edge NXT database and Microsoft Excel, have tremendous attention to detail and organizational skills, and the ability to maintain confidentiality, learn quickly, work independently, and juggle competing priorities while utilizing data to support prospecting and fundraising efforts. You'll love details, data, and digging in and get excited about efficiency. You know the importance of data integrity and the power of data to truly transform an organization's ability to raise funds to do its work.

WHAT YOU WOULD BE DOING

In this role, you will be the data mastermind, serving as the backbone of the organization helping us ensure we utilize the tools and resources to propel a data-driven fundraising strategy. On a typical day, the Database Manager will process donations, enter and maintain data and update reports working in partnership with fundraisers and the finance department and process and print acknowledgement letters.

JOB SUMMARY

The Database Manager is detail-oriented and a logical thinker who understands time management, and is a skilled and clear communicator helping ensure we are able to execute the DPS Foundation's mission to serve Denver's students, educators, and families.



WHY YOU WOULD CHOOSE US

This position is an opportunity to join an exceptional team to grow or hone your skills, while working at one of the most respected nonprofit organizations in Denver. You will join a team of experienced professionals raising over \$6.4 million annually in support of Denver Public Schools.

We have a flexible, supportive work environment and strive to put our Core Values at the forefront of what we do. We value each team member and are excited to hear different perspectives and ideas. We offer a competitive hourly wage range of \$25-\$33 commensurate with experience and qualifications. We offer a generous benefits package including sick time, partial paid holidays and parking.

PRIMARY RESPONSIBILITIES

- Efficiently manage and execute the entry and process all gifts, pledges, and recurring donations following organization protocols and standards
- Generate regular reports including the monthly fundraising reports, donor and constituent growth reports, revenue reports, gift validation, and reconciliation reports
- Generate and mail donor acknowledgment letters, including coordinating with appropriate staff to ensure letters are signed and mailed within time protocols and providing tax credit documentation for qualifying gifts
- Maintain data integrity and address any data integrity issues as they arise (i.e. constituent records, code tables, acknowledgment letters, appeals, campaigns, and funds)
- Maintain professional and technical knowledge by attending professional trainings, reviewing professional publications, and benchmarking emerging practices
- Identify new prospects and work with fundraisers for portfolio assignments, helping build our fundraising bandwidth
- Advise the Vice President of Development and other DPS Foundation staff members on data insights to propel a data-driven fundraising strategy
- Act as development expert regarding donor database and development-related IT functions and applications
- Act as primary development liaison with Finance Department, provide support onboarding the Book Keeper and Operations Assistant, and be cross trained on invoicing and financial support procedures
- “Seasonal” increased hours may be required during major campaigns, at year-end, and at fiscal year-end

QUALIFICATIONS AND SKILLS

- Bachelor’s degree and minimum of two years of experience in a lead database role in a nonprofit organization. Equivalent combinations of training, education and relevant work experience will be considered in place of formal education requirements.
- Technical expertise with Blackbaud Raiser’s Edge
- High proficiency with Microsoft Excel and other software programs including Outlook and Word as well as the ability to operate standard office equipment



- Demonstrate analytical and logical thinking including the ability to produce metrics in a presentable format; understand end user needs and translate requests into effective queries and reports
- Ability to build and sustain helpful working relationships with staff and vendors in a fast-paced environment while remaining flexible, proactive, resourceful, and efficient; maintaining a high level of professionalism, integrity/ethics, and confidentiality is critical to this role
- Highly organized and detail-oriented; has initiative and follow-through to execute projects from initial stage through completion
- Demonstrate ability to prioritize efficiently, be flexible, and work on multiple projects simultaneously, both as an individual and as part of the team
- Strong administrative, written, verbal, and interpersonal communication skills
- Must maintain the utmost discretion with confidential information about donors or potential donors
- Professional demeanor with strong ethical standards and ability to adapt to change
- Self-motivated, team player, with an adaptability to prioritize while being flexible

HOW TO APPLY TO JOIN THE TEAM

Please send a resume and cover letter telling us about you, why this job would be a good fit for you, and specifically why database management is your superpower to jobs@dpsfoundation.org. To ensure your submission is considered, please include “Database Manager” in the subject line. No telephone inquiries, please. The position is open for immediate hire and will be open until filled. DPS Foundation encourages all qualified candidates to apply.

At the Denver Public Schools Foundation, we recognize that systemic barriers often deter qualified candidates, particularly women and BIPOC individuals, from applying if they don't meet every listed qualification. We want to assure all potential applicants that we value diverse perspectives and experiences, and we actively encourage candidates from underrepresented backgrounds to apply. Your unique skills, perspectives, and lived experiences are assets that enrich our organization and contribute to our mission of equity in education. Don't hesitate to apply, even if you don't meet every requirement listed. Your application will be considered with care and attention to the value you bring to our team.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING

In alignment with our Core Values, DPS Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our team members invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. DPS Foundation encourages all qualified candidates to



apply. All employment is decided on the basis of job related factors such as qualifications, merit, and business need.