



## **DONOR DATABASE & STEWARDSHIP MANAGER**

### **Role Overview**

The Donor Database & Stewardship Manager serves as the system owner of the organization's fundraising database and stewardship operations. This role is responsible for full lifecycle management of Raiser's Edge NXT, including data health, gift processing, reporting infrastructure, and end-to-end stewardship workflows that ensure timely donor acknowledgement and follow-through.

Reporting to the Executive Director, this is a hands-on systems ownership role, not administrative support. The individual in this role is accountable for accuracy, completeness, and operational reliability of all fundraising data and donor stewardship processes.

### **Primary Responsibilities**

#### **Donor Database Management (Raiser's Edge NXT)**

- Serve as the primary administrator and owner of Raiser's Edge NXT as the organization's central fundraising database
- Maintain the accuracy, integrity, structure, and usability of all donor data
- Execute all data entry, updates, two school district bulk imports, deduplication, and ongoing database maintenance
- Create and maintain school-specific fundraising forms, campaigns, and database structures within Raiser's Edge NXT and related platforms
- Continuously improve fundraising campaign structure, reporting functionality, and database efficiency
- Ensure fundraising and donor reports are generated directly from the database
- Produce donor lists, exports, dashboards, and board-ready reports
- Manage and optimize Raiser's Edge NXT Database View and Web View, guiding the organization's long-term transition to Unified View while maintaining operational continuity and data integrity

#### **Gift Processing & Reconciliation**

- Process all incoming donations accurately and promptly
- Ensure proper gift entry, coding, and reconciliation procedures
- Manage corporate matching gift tracking and employer correspondence





- Process and track gifts from donor-advised funds, stock transfers, and other non-cash contributions
- Ensure all participant, donor, and transaction data from external platforms is accurately imported, reconciled, and maintained within Raiser's Edge NXT
- Collaborate with ONE's Finance Officer to ensure accurate reconciliation between donor database records and financial reporting systems, and provide documentation and support for annual audits and financial reviews

### **Stewardship Operations**

- Own donor stewardship workflows from initiation through completion
- Maintain systems for acknowledgments, follow-ups, reminders, and donor touchpoints
- Ensure all donor acknowledgment activities are completed, documented, and tracked to closure
- Manage the corporate matching gift pipeline from identification through resolution
- Monitor workflow status and proactively address gaps, delays, or incomplete actions

### **Reporting & Fundraising Support**

- Support Parents' Club fundraising transitions, including Raiser's Edge NXT user access and troubleshooting
- Maintain monthly fundraising dashboards, reports, and performance summaries
- Analyze fundraising data and identify trends, opportunities, and areas of concern
- Track campaign performance and donation activity across schools and fundraising initiatives
- Provide clean, reliable data to support Parents' Clubs' fundraising efforts, leadership decision-making, and board reporting

### **Systems Administrative**

- Serve as the primary liaison with Blackbaud support
- Maintain organized documentation of database procedures, fundraising records, and systems processes
- Ensure data systems remain complete, audit-ready, and operationally reliable
- Identify, troubleshoot, and resolve data integrity issues at the system level

### **Collaboration & Training Support**

- Establish and maintain ongoing data management processes with both school districts to ensure constituent records remain accurate, current, and aligned with fundraising and reporting needs





- Train Parents' Club volunteers and users on proper database procedures and best practices
- Reinforce data entry standards and ensure consistent system usage across all users
- Partner with Finance Officer to ensure full reconciliation accuracy and data alignment

### **Other Duties**

- Represent ONE at events and community gatherings to support awareness and fundraising
- Attend board and committee meetings as determined by the Executive Director
- Perform other duties as assigned by the Executive Director

### **Qualifications**

- Proven end-to-end ownership of a donor database (Raiser's Edge NXT, with Omatic integration strongly preferred)
- Demonstrated responsibility for data integrity, gift processing, reconciliation, and reporting in a live fundraising environment
- Direct experience building and enforcing stewardship or fundraising workflows in a CRM system
- Ability to independently manage a fundraising database as the system of record for an organization
- Strong organizational discipline, including tracking, closure, escalation, and follow-through of workflows
- High attention to detail and accountability for maintaining accurate, consistent data
- Experience working directly with finance alignment processes, including reconciliation support and audit preparation
- Proficiency with Asana or similar project management tools for task tracking, deadlines, and workflow coordination
- Proven ability to operate independently in a systems-critical role, including troubleshooting data issues, resolving inconsistencies, and identifying opportunities to streamline and improve processes
- Excellent written communication skills and reporting clarity

### **Time & Schedule**

- 10-15 hours per week, up to 20 during defined fundraising peak periods (primarily summer and fall)
- Workload is predictable and seasonal, with lighter requirements in winter and spring
- Flexible, primarily remote schedule





## Compensation

Expected hourly rate is \$40-\$44/hour. Final offer will be based on experience and qualifications.

**Interested? Please send a resume and a cover letter to: [executivedirector@oneorinda.org](mailto:executivedirector@oneorinda.org) by June 25, 2026. We will review applications as they come in and may begin interviewing before the deadline.**

## About ONE

ONE is an educational foundation that strengthens, streamlines, and amplifies the collective fundraising efforts of all six of our Parents' Clubs, as well as Orinda's residential, alumni, and business communities. ONE donations help to fund smaller class sizes, technology, STEAM programs, Wellness Centers and Counselors, middle school electives, expanded high school course offerings, including Honors and Advanced Placement classes, increased College & Career services, and more!

## Non-Discrimination Policy

Orinda Network for Education ("ONE") does not discriminate in employment or any of ONE's activities or operations against any individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, family/parental status, income derived from a public assistance program, political beliefs, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

No project or activity administered by ONE will exclude from participation, deny benefits to, or discriminate against any individual or group based on the above.

We are committed to providing an inclusive and welcoming environment for our employees, volunteers, directors, officers, supporters, contributors, donors, and beneficiaries.

