

**Manhattan Beach Education Foundation**  
**Data Management Coordinator**  
**Job Description**

The Manhattan Beach Education Foundation is a community driven fundraising organization, which supplements state funding for programs that inspire learning, enrich teaching, and promote innovation and academic excellence in the public schools of Manhattan Beach. Since MBEF was founded in 1983, it has provided a means for parents to invest in superior public education for their children in the Manhattan Beach Unified School District.

**Objective:** The Data Management Coordinator is responsible for managing the Raiser's Edge database and tracking all donor data for the Manhattan Beach Education Foundation. The ideal candidate is analytical, tech-savvy, and detail-oriented, while also being mindful of the importance of building meaningful relationships with the non-profit's various constituents. This individual is responsible for ensuring high standards of quality, consistency, and accuracy across all campaign efforts. In addition, this position serves as a support to the development efforts of the organization.

**Reports to the Executive Director.**

Donor Database Management

- Serve as the primary administrator of the Raiser's Edge database
- Coordinate the processing of incoming gifts according to established protocols
- Reconcile gift entry, prepare, revise, and distribute income, deposit, and credit card reports
- Accurately enter gifts detail in Raiser's Edge, add new donor records and update existing records as needed
- Perform periodic maintenance to ensure that data is up-to-date, accurate, and de-duplicated, and that best practices are being implemented and documented
- Import new constituents from MBUSD on annual basis
- Download online donations and accurately import gift detail into Raiser's Edge
- Produce donor acknowledgement letters and receipts for gifts using Raiser's Edge mail function
- Maintain donor physical files, including proper documentation and attach media files when necessary to constituent records
- Produce donor, gift, and income reports, lists, merge files, and labels as requested
- Document all in-kind donations
- Run queries as requested related to donor data
- Create Weekly Stat Report for analysis

Revenue Reconciliation

- Work closely with the Financial Consultant and Operations Manager to provide reports and documentation for financial reconciliation and accuracy between the accounting database and Raiser's Edge
- Enter gift batches, print daily contributions, and gift validation reports, submit batches and reports
- Manage credit card gift processing and documentation
- Manage Matching Gift process, including documentation and follow-up

Communication Support

- Create and maintain Formstack forms
- Manage YouTube Account
- Manage Podcast by uploading bi-monthly episodes
- Maintain website for MBEF, Endowment and Manhattan Wine Auction

Development Support

- Answer phones, pick up mail, assist in office email correspondence
- Maintain files, archives and storage
- Order supplies for office and events
- Provide administrative support to the staff, board president, and board members
- Coordinate, schedule and distribute materials for all meetings
- Coordinate the production of print materials related to
- Work directly with direct mail companies to create accurate lists and gift reports for direct mail campaigns
- Coordinate permit applications and support tasks required for events
- Coordinate administrative tasks related to sponsors, including tracking and implementing sponsor benefits and program communication
- Other duties as requested

Hard Skills:

- Extensive donor database experience – preferably Raiser’s Edge NXT – and familiarity with data analysis, gift processing, and donor acknowledgment
- Experience managing NetCommunity
- Proficient in Microsoft Office, Outlook, PowerPoint, especially Excel vlookup and formula functions
- Experience with WordPress, Constant Contact, Mail Chimp, or similar website/communication platforms
- Give Smart or similar event/auction software experience
- Basic knowledge of html and JavaScript

Soft Skills:

- Excellent communications skills, both written and oral
- Excellent organizational skills, strong attention to detail, and the ability to work independently
- Ability to resolve conflicts, including handling unsatisfied donors, corporations, or sponsors
- Detail oriented and efficient time manager
- Ability to multiple projects simultaneously priorities with accuracy and meet deadlines
- Quick-learner and self-motivated
- Collaborative team player who works well with others
- Strong analytical skills and ability to reason well
- Highly professional and ability to maintain discretion with confidential information

Experience:

- 3+ years database management experience, preferably Raiser’s Edge
- Blackbaud certification preferred
- 2+ non-profit experience preferred
- B.A. degree required

**The Manhattan Beach Education Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, age, gender identity, gender expression, sexual orientation, marital or familial status, national origin, citizenship, or disability.**