



Title: Project Lead, Database Management

Job Location: ASP of New York/National

Status: Full Time Non-Exempt

Reports to: Director, Fundraising Operations and Data Management

*Are you looking to make a direct **impact** on youth and poor communities by **developing** the lives of the people you reach?*

*Become a part of our **growing** national non-profit team whose **purpose** is to bring out the **All Star** in everybody.*

Job Summary

The Project Lead, Database Management will work closely with the Director, Fundraising Operations and Data Management in leading the maintenance and development of the Raiser's Edge database, the administration of All Stars' fundraising activities across the country, and the development and maintenance of online giving tools, for the All Stars Project. The Project Lead, Database Management reports to the Director, Fundraising Operations and Data Management.

Job Responsibilities

- Perform and manage the variety of data activities associated with processing gifts and donations including:
 - Create and maintain donor constituent records. This includes processing of all returned mail for the department, updating records, creating new records, and processing address changes as well as corporate relationship information.
 - Assist in the gift processing operation. This includes processing donations (checks, credit cards, and online gifts) generated by fundraising campaigns nationally.
 - Assist in the acknowledgement of gifts, including setting up the Raiser's Edge mail function, and preparing and trafficking all acknowledgement letters until they are mailed.
 - Prepare excel progress and financial reports for the development management team, including weekly gift reports and monthly income reports.
- Manage the data preparation for the annual fundraising campaign activities in all cities, such as phone campaigns, mailings, and correspondence, including segmenting, coding, creating queries and exports in the Raiser's Edge, and setting up lists in RE NXT.
- Assist with development of data analytics.
- Assist in the preparation of mail and email lists, including direct mailings.
- Create and update online fundraising pages as needed.
- Create and update peer-to-peer fundraising pages as needed.
- Assist in producing events for the development department in the tri-state area.
- Lead volunteer registration teams at fundraising events.



Qualifications

- Strong verbal and written communication skills with the ability to interact and communicate professionally with individuals at all levels of the organization.
- Highly detail-oriented, organized, and motivated.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Ability to work independently as well as on small, highly collaborative teams.
- Ability to lead groups of volunteers.
- Working knowledge of fundraising principles and practices.
- Excellent administrative and computer skills.
- Minimum of two years of experience in the Raiser's Edge and Raiser's Edge NXT, including data administration tools.
- Experience with data analytics tools.
- Comfortable working in a fast-paced entrepreneurial environment.
- Discretion and sensitivity in handling and safeguarding confidential information.
- Bachelor's degree preferred.

About All Stars

The All Stars Project transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. All Stars is a fast-paced and entrepreneurial national nonprofit organization. Founded 39 years ago, we now reach over 20,000 inner-city youth and their families in innovative, free programs in six cities each year. All Stars raises \$11 million in private funding each year from more than 3,000 individual, corporate and foundation supporters. We have a unique grassroots and relationship-oriented approach and model to fundraising.

How to Apply

Send resume and cover letter (Word or PDF format only) to jobs@allstars.org. Please tell us why you're interested in this role! Indicate "Project Lead, Database Management" in the subject line of your email for fastest consideration.

To learn more about All Stars Project, please visit our website at <https://allstars.org/>