



Database Manager (Part-Time)

Location: Greenwich, CT

Reports To: Director of Development

Hours: Approximately 16-20 hours per week

For over a century, the Boys & Girls Club of Greenwich (BGCG) has provided local youth with a safe, enriching, and fun environment during out-of-school hours. Our mission is to prepare young people, through engaging programs and supportive relationships, to become responsible, caring, and productive community members.

BGCG serves children and teens ages 6 to 18, offering high-quality programs that build academic success, character, and leadership. Our dedicated team is committed to maintaining a safe, diverse, and inclusive space where every child can thrive.

Position overview:

The organization is seeking a thoughtful, detail-oriented, and highly skilled **part-time Database Manager** with advanced expertise in Blackbaud's Raiser's Edge. This individual will play a critical role in maintaining data integrity, optimizing database functionality, and supporting strategic fundraising initiatives. Reporting to the Director of Development, the Database Manager will serve as a core member of the development team and a key contributor to BGCG's continued fundraising success.

Responsibilities Include:

The Database Manager will be responsible for ensuring the **efficiency, accuracy, and strategic** use of BGCG's Raiser's Edge database to support fundraising and stewardship efforts. Specific responsibilities include:

- Oversee all aspects of Raiser's Edge, ensuring data accuracy, integrity, and timely updates
- Enter daily gifts from multiple platforms with precision and consistency
- Generate and distribute weekly gift reports to senior leadership and Board members • Prepare and send all donor acknowledgments for tax-deductible, in-kind, and tribute gifts in timely manner
- Coordinate with the Finance Department on weekly and monthly reconciliations to ensure accurate recording of all fundraising revenue
- Maintain clean and organized constituent records, including thoughtful assignment of codes, gift tables, and hierarchical structure
- Perform ongoing database maintenance such as duplicate resolution, global changes, and system updates
- Serve as internal support for Blackbaud and related software troubleshooting
- Develop and manage queries, exports, and reports to support Development activities and donor communications
- Monitor pledge activity and ensure timely pledge reminders and follow-ups
- Assist with fundraising appeals and mailings, including data pulls, mail merges, and production support

- Support the Events team with invitation management, attendance tracking, and post-event data reporting
- Provide occasional evening or weekend support for major fundraising events
- Perform other duties as assigned

Required Qualifications

- Bachelor's degree required
- Minimum of 2 years' experience using Raiser's Edge in a non-profit setting
- Strong skills in donor segmentation and analysis
- Demonstrated ability to create complex queries, reports, and exports
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook); SharePoint experience a plus
- Experience with batch gift importing and CRM data best practices
- Excellent organizational, verbal, and written communication skills
- Meticulous attention to detail and a proactive, solutions-oriented mindset
- Ability to manage multiple projects and deadlines while maintaining data quality
- Strong interpersonal skills and the ability to collaborate with staff, donors, and volunteers
- Demonstrated commitment to confidentiality and data security
- Dedication to fostering a diverse, equitable, and inclusive work environment

Preferred Qualifications

- Prior experience working in a non-profit organization
- Familiarity with annual fund campaigns, donor stewardship, special events, or capital campaigns

Salary Range: \$35-\$50/hour

To Apply

Please submit your resume, cover letter, and references to:

HR@bgcg.org

ATTN: Denise Kaufman

Equal Opportunity Employer

The Boys & Girls Club of Greenwich is committed to fostering a diverse and inclusive workplace. We are proud to be an equal opportunity employer and consider all qualified applicants without regard to race, religion, color, sex, gender identity, sexual orientation, age, national origin, disability, or veteran status.

Note: Employment is contingent upon a successful background check and annual clearance through the Child Abuse Registry.