



Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

Senior Donor Database Manager

The Senior Donor Database Manager will be working with the Director of Research and is responsible for analyzing, measuring, and reporting data. This is a full-time, onsite position located at our Sunnyvale office.

DUTIES & RESPONSIBILITIES

- Oversee the organization's CRM database (LiveImpact), including data integrity, timely gift acknowledgement process, accuracy of records, process improvement, data analysis, donor research, and staff training.
- Work closely with the Director of Development to develop strategies and tactics to expand annual giving with a focus on increasing annual gifts to support a healthy mid-level and major donor pipeline.
- Support in-house development projects, including solicitation mailings, stewardship reports, donor communications, and other development related projects.
- Work collaboratively with Development to execute direct response programs, online giving, and other tailored fundraising campaigns to achieve established financial goals.
- Manage the organization's online giving platform to achieve campaign goals and expand online giving through targeted campaigns and fund drives.
- And other assignments as required.

QUALIFICATIONS

- Bachelor's degree in statistics, business, or other related field, and at least 3 years of experience with CRM databases.
- Strong writing, communication, and project management skills.
- Exceptional attention to detail.
- Expert-level skills in CRM software. Experience with LiveImpact a plus but not required.
- Experience managing a Salesforce database a plus.
- Strong research and analytical skills with an ability to synthesize complex information

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.