



We build strength, stability, self-reliance, *and* shelter.

## **JOB POSTING**

- POSITION TITLE:** Development Operations & Database Manager
- EMPLOYMENT TYPE:** Full-Time, Exempt
- SCHEDULE:** Monday – Friday
- COMPENSATION:** The annual salary for this position ranges between \$57,000 - \$65,000. Salary commensurate with experience and qualifications.
- REPORTS TO:** Director of Donor Relations & Communications  
co-supervised by Vice President of Development

### **Position Overview:**

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a hardworking individual to join our team as the Database & Development Operations Manager that supports fundraising goals by managing the infrastructure that supports our fundraising and donor outreach efforts and completing gift entry, production of donor acknowledgements, and report generation. The Manager will maintain our Salesforce database by setting standards for data entry, ensuring the integrity and accuracy of all data, and conducting regular data hygiene. They will work closely with the development team to assist with communication, stewardship, event coordination, and support tasks as needed. This position also supports the marketing and communications functions. If the skills are present, this position might also take on social media and website management and other more technical marketing functions.

### **Compensation and Benefits:**

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The salary range for this position is between \$57,000-\$65,000, commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

## **About Habitat DC-NOVA**

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at [habitatdcnova.org](http://habitatdcnova.org).

## **Essential Duties:**

1. Manage the data entry and processing of all pledges, gifts, and contributions.
2. Ensure data integrity by establishing and enforcing standards for database and donor and volunteer records including data entry policy and procedures, tracking, and coding systems.
3. Oversee database upgrades and recommend changes to improve data management, development processes, and general efficiency.
4. Stay up to date on best practices and database updates.
5. Create an internal database training and policy guide, train staff on database usage, and troubleshoot issues.
6. Serve as the primary point of contact with vendors or service providers for database or related services.
7. Prepare, track, print, and mail all acknowledgement letters. Ensures the timely mailing of appropriate acknowledgements and tax reporting information.
8. Create and run queries and produce financial, analytical, and statistical reports on development activities on a regular or as-needed basis.
9. Run financial reports for reconciliation and preparation for audit with finance office.
10. Provide support for special projects, fundraising events, and other strategic fundraising initiatives.
11. Assist with other duties as assigned to support the development department.
12. Managing AmeriCorps members, volunteers and/or staff

## **Qualifications:**

- Associate's degree in business or related field, bachelor's degree or equivalent experience preferred
- 2-4 years of experience in fundraising database management and administration (Salesforce preferred)
- 2-3 years of non-profit administrative work
- Demonstrated Microsoft Office skills, especially Excel and PowerPoint, and experienced in producing graphs, charts, and reports

- Demonstrated ability to handle multiple supervisors and set priorities
- Able to work in a fast-paced, changing environment
- Flexible; able to manage multiple priorities simultaneously and meet deadlines
- Desire to learn and grow
- Social media and website management a plus
- Impeccably organized and takes pride in meticulous attention to detail
- Must be able to lift up to 30lbs
- Strong administrative, and time management skills
- Takes initiative and thinks strategically and analytically

**To Apply:**

To apply for this position, please submit a cover letter and resume to Liz Salter, Director of Donor Relations & Communications, at [Liz.Salter@habitatdcnova.org](mailto:Liz.Salter@habitatdcnova.org). Include Development Operations & Database Manager in the subject line. You may also apply via our online postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.