

GREAT FUTURES START HERE.



## Database & Stewardship Manager

Reports to: Assistant Director of Development

Location: 657 Middlesex St, Lowell, MA 01851

Salary: \$50,000-\$55,000 depending on experience

Job Type: Full-Time Exempt

### Overview/Position Summary

The Database & Stewardship Manager will maintain the health of the Boys and Girls Club of Greater Lowell's CRM database (Bloomerang); implement and facilitate the donor journey from gift entry through research and stewardship; and manage and work closely with staff, volunteers and members to plan, organize and direct efforts to promote donor engagement. The goal of this position is to cultivate a deeper relationship with donors by ensuring contributions to the Club are acknowledged in a prompt, proper and personal manner, and through research, accurate data tracking and thoughtful stewardship efforts, while keeping the donor's needs at the forefront.

### Responsibilities/Skills and experience relevant to this position:

- Excellent written and communication skills.
- CRM experience (Salesforce, Bloomerang, Donor Perfect, etc)
- Proficient computer skills along with ability to learn and utilize multiple platforms, including Excel
- Interest in working with multicultural teams with diverse constituencies.
- Facilitate donor stewardship and cultivation efforts between staff, members or volunteers and our supporters.
- Support preparations and follow-up surrounding major donor meetings and phone calls.
- Be responsible for accurate and timely data entry, and overall data health of the Club's Donor Management System.
- Help identify new potential donors through research and relationship building
- Great attention to detail, willingness to learn and strong organizational skills.
- Ability to multi-task and develop solutions to problems with limited supervision.

### Qualifications

- Passion for relationship building and wowing our donors.
- Ability to work in environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must support Club values
- Education: Some college or equivalent experience in fundraising, marketing, public relations, community building or other relevant skill.
- Authorized to work in the U.S.
- Knowledge of Microsoft Office Suite and Google sharing

### Benefits:

- Paid time off, Medical, STD/LTD, Life Insurance, Training, etc. – for a full list of benefits, please see our website.
- Flexible work schedule and work from home opportunities are available
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with positive, community-minded team, along with amazing young people.

### How to respond

- Please submit your resume to Sarah Chandonnet, Assistant Director of Development.

### Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews on March 1.
- We would like to have selected the candidate by March 15.

### Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

### Disclaimer

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**BOYS & GIRLS CLUB**  
OF GREATER LOWELL

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.