



DATABASE MANAGER AND DEVELOPMENT ASSOCIATE

Direct Supervisor:	Associate Director of Advancement, Jeffrey R. Fulgham, CFRE		
Department:	Advancement	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Limited, Local in Central VA
Level/Salary Range:	Commensurate with experience	Exempt/Non-exempt:	Exempt
Contact:	jeffreyfulgham@lewisginter.org	Position Type:	Full-time
Date Posted:	June 14, 2018	Posting Expires:	Until Filled

Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, nonprofit garden. After 33 years, the Garden now encompasses 82 acres, 4 lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. In 2017 we welcomed, taught, energized, and engaged over 400,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 800 formal and informal education offerings. We embarked on new and promising community engagement initiatives through the Beautiful RVA movement. We updated the strategic plan and continued priority project planning within the scope of the 2016 master site plan. Our 100 full- and part-time staff joined with 650 volunteers and 13,000 member households to live the Garden's mission to connect people through plants to improve communities.

We do this through a broad variety of mission related activities and enterprise business services. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead. We aspire to be a Garden that is representative in every way of the diverse community we serve.

Job Description

The Database Manager (DBM) is responsible for executing a comprehensive strategy and protocol for data management in our Blackbaud Raiser's Edge software. The Database Manager will oversee all aspects of data conversion, data entry, gift processing and acknowledgement, reporting, and reconciliation.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
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All financial reporting, including the Annual Report, and data analytics will be the responsibility of the DBM under the direction of the Associate Director of Advancement. All queries and exports, as well as all data files for mailings will be created and executed by the DBM, for Advancement and other Garden areas. The DBM will conduct prospect research as assigned by the Director of Advancement and the Associate Director. Additionally, the Database Manager will provide various levels of reporting, processing and other support for the Thrive capital campaign.

The Database Manager and Development Associate reports to the Associate Director of Advancement.

Essential Duties and Responsibilities

The successful candidate will have extensive experience in The Raiser's Edge and a thorough knowledge of best practice in gift processing.

- Must possess a commitment to core values, particularly honesty and integrity, with an impeccable ethical standard
- Ability to proactively work with the Advancement team to support fundraising effectiveness
- Superior personal communication skills, both written and oral
- Exceptional organizational skills
- Detail oriented
- Strong ability to multi-task and coordinate several concurrent projects

Other Duties and Responsibilities

- Support all Office of Advancement events for donors and the Greater Richmond Community
- Assist in the preparation of the Annual Report

Each employee of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and families, and in accordance with directed practices and procedures
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly
- Must report all mishaps, injuries, and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor

Physical Demands / Working Conditions

- Must be able to walk the Garden's campus frequently in most weather conditions
- Possess ability to work at a computer for extended period

Note: Duties described above, other duties and physical demands have been identified as essential.

Education and Experience

- BA or BS degree or equivalent, preferably in the field of database administration, nonprofit management or tangential fields such as computer science
- Minimum of 3-5 years' experience in nonprofit database management, preferably in The Raiser's Edge
- Proficiency in Microsoft Office
- Thorough understanding of best practice in nonprofit fund accounting
- Audit experience preferred
- Other combinations of education/experience appropriate to the position will be considered

Application

Please submit Cover Letter and Resume to Associate Director of Advancement Jeffrey R. Fulgham, CFRE at: jeffreyfulgham@lewisginter.org