



YC Mission: Through adaptive sport, art, and recreation, we unite young people with physical disabilities and teen volunteers in meaningful and fun opportunities. Grounded by a true sense of belonging, we are a spark for creating strong communities, promoting life-long growth, and driving advocacy forward.

YOUTH CHALLENGE JOB DESCRIPTION

JOB TITLE: Annual Fund & Database Manager

REPORTS TO: Director of Advancement

WORK WEEK HOURS: Full time/40 Hours Per Week

- **Basic Function:** Primary responsibility is to effectively manage the Annual Fund and donor management systems at Youth Challenge. Works closely with advancement team, program staff, board and volunteers.

Responsibilities:

- Lead Annual Fund operations for the organization including messaging, appeals, stewardship, and strategies.
 - Develop data-driven fundraising strategies, donor segmentation plans, and campaign performance analysis
 - Manage annual fall mailing
 - Organize and update solicitor lists and contacts with Board of Trustees and staff
- Direct use and upkeep of donor management systems to track fundraising activity, measure performance, strengthen stewardship efforts, and inform strategic decision-making.
 - Develop and implement database policies, procedures, and best practices and ensure entire YC staff are trained to adhere to standards
 - Process online and offline gifts into the database and ensure stewardship cycles are established and designated staff is informed
 - Manage reporting and dashboarding to inform stewardship efforts and strategic decision-making
 - Support program team to accurately import and track participant and volunteer families in database
- Partner with accountant to compile and reconcile monthly giving reports across digital giving platforms
- Coordinate with graphic designer, printers, and post office for print marketing materials including Challengers, Annual Fund, and Annual Report. Work with advancement team to gather content for print materials.
- Support planning and execution of special events as part of the Advancement Team
- As appropriate, assist other departments and work as a member of interdepartmental teams to ensure the effective and efficient operations of Youth Challenge. This includes attending programs as needed. At all times, demonstrate collaborative behavior with supervisors and coworkers. Perform other duties as assigned, dependent on organizational needs and employee skills:



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- * Bachelor's degree or equivalent experience required
- * Experience with donor management systems
- * Experience in the field of non-profit fundraising preferred
- * Strong oral and written communication skills
- * Volunteer experience or community service background helpful

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common journals relating to the job description. Ability to respond to common inquiries or complaints from constituents, regulatory agencies or members of the community. Ability to effectively present information to the Board of Trustees, all levels of professional and support staff and public groups.

COMPUTER/MATHEMATICAL SKILLS:

High level of proficiency with Microsoft Office, including strong working knowledge of Excel and donor management systems.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret instructions and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Demonstrated capacity to maintain confidentiality and handle sensitive information. Excellent organizational and planning skills with ability to prioritize multiple tasks and projects to meet deadlines; outstanding attention to detail; flexibility and persistence; motivation and energy with the ability to work with little supervision and collaborate with other members of the team. Strong analytical and communication skills, both oral and written. Detail oriented, good customer service skills, great follow-up methods, and ability to effectively communicate with a wide variety of constituents.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, books, papers, pen/pencil and manipulate a keyboard; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.