



**JOB TITLE:** Donor Database Administrator

**JOB CLASS:** Exempt, Full-Time

**DEPARTMENT:** Advancement

**REPORTS TO:** Development Manager

**LOCATION:** Bridging Roseville: 1730 Terrace Dr, Roseville, MN 55113

**SALARY:** \$55,000 – \$60,00 annually

**BENEFITS:** Bridging offers competitive benefits, including, but not limited to:

- Three weeks (120 hours) of accrued Paid Time Off (PTO)
- Two floating Holidays, annually
- Ten paid Holidays, annually
- Volunteer Time Off (VTO)
- 401(k) Retirement Plan – employer match up to 4%
- Medical (80% employer paid, four medical plans to choose from) and Dental (100% premium paid by employer)
- LTD/AD&D premium paid by employer
- Basic Life Insurance premium paid by employer
- Voluntary Life (optional)
- Vision (optional)
- Bridging clothing allowance, annually
- Cell phone reimbursement
- Professional Development allowance

**HOW TO APPLY:** To express your interest in this role, please email your cover letter and resume with “Donor Database Administrator” in the subject line to Mark Fangmeier, Development Manager ([mark.fangmeier@bridging.org](mailto:mark.fangmeier@bridging.org)).

*In accordance with Bridging’s organizational policy and following successful completion of the initial onboarding program, this position has the option to work remotely for a portion of the work week when programming allows and with supervisor approval.*

**ORGANIZATIONAL SUMMARY** – Visit [Bridging.org](http://Bridging.org) for a complete program description.

Bridging, a 501(c)(3) nonprofit organization primarily serving the greater Twin Cities, empowers people to thrive in their homes by providing quality furniture and household goods for those pursuing housing stability. Since 1987, Bridging has served more than 110,000 households and currently operates out of three locations – Bloomington, Roseville, and Plymouth. Driven by over 5,000 volunteers each year and donations from the community, we provide the basic home essentials to more than 5,300 homes every year. On average, Bridging redistributes 17 semi-loads of donated furniture and household goods to an average of 120 households (300 people) each week. Through financial and inventory support from individuals, businesses, and our local partners, Bridging continues to bring hope and stability to thousands of households in need.

Our future is very bright! Learn more about Bridging's impact on the community, client services, and volunteer program model at [www.Bridging.org](http://www.Bridging.org). Bridging is an exciting place to work. As a team member, you will experience camaraderie, opportunities to learn and advance, autonomy to effectuate change and create impact, and a competitive compensation package.

**A note about Bridging's commitment to anti-racism and recruiting:**

As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the individuals, families, and communities we serve. Bridging is an equal opportunity employer that embraces diversity, and we encourage qualified applicants of all racial, ethnic, 2SLGBTQIA+ identities, and other groups to apply. We believe that creating an inclusive environment based on respect, trust, and service is integral to how we serve our clients, support our team, and achieve our mission. Read our Diversity, Equity, Inclusion, and Belonging Statement (DEIB) [here](#).

**THE OPPORTUNITY**

You'll play a key role in advancing Bridging's philanthropic impact by ensuring donor data is accurate, reliable, and strategically used. As the primary administrator of Blackbaud Raiser's Edge NXT, you'll maintain strong data standards, reconcile gifts, and keep donor records clean and trustworthy. You'll turn data into actionable insights through reporting, prospect research, and donor intelligence that support fundraising strategy, donor engagement, and leadership decision-making. Working closely with the development and marketing/communication team and leadership, you'll help ensure Bridging's systems and practices reflect our commitment to dignity, equity, and impact.

Bridging has an approximate annual revenue of \$5 million, two-thirds of which is contributed income raised by the Development Team. The Donor Database Administrator works cross-functionally to support the development and marketing/communication team. This position is a crucial team member and provides direct support to the annual giving campaigns and fundraising events. The Donor Database Administrator will be responsible and accountable for performing at a high level in the following areas:

**Database Management**

- Administer and optimize Raiser's Edge NXT with a focus on accuracy, integrity, and usability.
- Maintain high-level data quality, consistency, and integrity to support the Executive Director, Development Director, and the Development Manager in donor stewardship/cultivation.
- Commitment to data integrity, confidentiality, and accuracy.
- Establish and uphold data entry standards and best practices.
- Perform regular data audits, cleanup, deduplication, and quality control.
- Provide Raiser's Edge training and technical support to staff as needed.
- Act as the primary liaison on behalf of the development team with finance to ensure donor care policies, processes and procedures are maintained, updated and adhered to
- Act as the primary lead for donor database projects, updates and conversions

### **Gift Stewardship Administration**

- Process and record all donations accurately and timely.
- Generate all donor acknowledgement letters, with accurate tax-deductible information as needed, for financial and in-kind donors.
- Manage the acknowledgment letter and mailing process
- Manage and process all online donations.
- Process, track and update recurring monthly donations.

### **Reporting & Analytics**

- On a monthly basis reconcile the contributed income with the Finance Team
- Maintain the monthly development dashboard
- Prepare reports and/or analytics for the Executive Director and Development Team to support their work with individual and institutional donors, volunteers, and committees.
- Facilitate the creation of mailing lists for newsletters, solicitation letters, and other communication materials as determined by the Development Manager.

### **Donor Prospecting & Research**

- Support donor prospecting efforts by identifying potential individual, corporate, and foundation donors.
- Conduct prospect research using public records, wealth screening tools, and the Raiser's Edge donor database.
- Present prospect profiles include giving history, capacity ratings, philanthropic interests, and engagement activity to appropriate gift officers.
- Monitor donor engagement trends to identify upgrade and stewardship opportunities for gift officers
- Collaborate with Development Team to prioritize high-potential donor prospects
- Support segmentation strategies for targeted fundraising and marketing outreach

### **Other**

Bridging intentionally creates a team-focused environment. While our departments and staff have areas they specialize in, we have regular practice of events and activities that allow our staff to engage in activities outside of their specialties. For example, staff might help set up and facilitate an essentials drive, speak at a community organization, or shop in the warehouse with a client. While these activities are not scheduled regularly, they help us all have a more complete perspective on our organization and recognize that we cannot furnish homes with hope without working together to accomplish our goals.

- Regular participation in Development Team Meetings
- Foster a culture of philanthropy and gratitude within the organization
- Share Bridging messaging on personal networking and social channels
- Any other duty deemed necessary by the Development Manager and/or Director of Development to fulfill your role and/or needed by the organization.

## QUALIFICATIONS

### Required

- Understanding of and belief in Bridging's vision and mission
- Passion for Bridging's mission and empathy for individuals and families pursuing housing stability.
- Mission and values-driven with a strong commitment to diversity, equity, inclusion, and belonging (DEIB)
- Build strong collaborative relationships across departments and communicate effectively with a wide range of stakeholders.
- Associate degree plus 5 years of relevant experience OR Bachelor's degree plus 3 years of relevant experience in data, nonprofit administration, or related fields.
- Hands-on experience administering Blackbaud Raiser's Edge NXT or a similar CRM.
- Demonstrated success maintaining high-accuracy data, including gift entry and reconciliation.
- Experience creating reports, dashboards, queries, and data analysis to support fundraising and organizational decision making.
- Advanced Excel skills (formulas, validation, exports) and comfort with database reporting.
- Good sense of accountability, strong dependability, and impeccable integrity
- Detail-oriented and proactive approach to managing time-sensitive and competing workloads
- A willingness to support colleagues outside of one's primary responsibilities
- Collaborative, adaptable, and receptive to feedback.
- Must have the ability to work occasional nights and weekend events, access to the Internet from home, and a vehicle or reliable transportation.