



Database and Prospect Research Manager Job Description

Who we are:

The Children's Cancer Association (CCA) is the only organization of its kind. Established in 1995, CCA has the simple goal of delivering Joy to seriously ill children and teens when they need more than medicine. We combine energy, commitment and vision to transform the standard of care for seriously ill children every day with Joy. CCA has pioneered innovative, award-winning pediatric programs of music, friendship and nature.

CCA believes that a diverse staff of qualified, highly skilled, and creative individuals is necessary to achieve the vision and mission of the organization. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

Who you are:

The Database and Prospect Research Manager is a vital leader within a results driven development team. This position ensures maximum return for the organization from the constituent management database through analytics and proactive information strategies. Leading our "moves management" system is central to this role to allow our philanthropy team to maximize our prospect engagement, solicitation and gift closures. The Development Analytics and Prospect Research Manager reports to the Director of Philanthropy and supervises the Data Services Specialist.

Essential Functions

Analytics & Results Driven Strategies

- Drive all aspects of the moves management data process to prioritize fundraiser's portfolios; build best practice for tracking internal prospect lists and ensuring that moves are documented correctly
- Develop and maintain intuitive, self-service reports that act as tools to enable rapid access to data during each stage of the moves management process
- Demonstrate high responsiveness to requests for information as they emerge, as well as producing regularly scheduled reports aligned with department dashboards
- Prepare for and lead productive prospecting meetings
- Proactively prompt development officers to update portfolios
- Work with fundraisers to ensure all interactions with donors are properly documented in Raiser's Edge



- Work closely with the Director of Philanthropy to identify important emerging trends
- Supervises Data Services Staff and ensures cultivation and professional development of all direct reports
- Commitment to continuous research into the dynamic prospect analysis field and motivation trends behind charitable giving
- Apply new learning and educate others in the dept about the strengths and limitations of various tools

General Management

- Keep team members up to date on relevant data tools such as Raisers Edge NXT. Proactively make recommendations and implement improvements to maximize relationship management and fundraising results
- Maintain high database accuracy standards; ensure regular audits, high level of database integrity and quality control
- Implement multiple NCOA updates per year as well as software updates
- Maintain high competency level of all Raiser's Edge internal users, providing necessary training and guidance as needed
- Design and implement new processes, systems and standards for continuous improvement and relevance of analytics; ensure maintenance of an accurate Gifts Processing Manual
- Ensure timely monthly, quarterly and annual reconciliation with the Finance Team

Skills:

- Exceptional interpersonal skills and the ability to work well in a dynamic team environment
- Exceptional attention to detail
- Able to lead and supervise others toward successfully reaching common objectives
- Comprehensive understanding of all stages in the donor cycle
- Ability to conduct prospect research, analyze information and apply research as a key part of the overall fundraising efforts of the team
- Ability to conduct effective discovery process to determine and respond to needs / requests
- High level user in Excel, Raiser's Edge, and related software. Ability to learn and adapt to new software and tools
- Solid writing and verbal skills, including ability to teach and coach team members in using data systems and interpreting information
- Capacity to meet deadlines in a fast-paced environment, to multi-task and to adjust to competing priorities



Education & Experience

- Bachelor's degree and 4 or more years related experience and/or training; or equivalent combination of education and experience.
- Experience with nonprofit relational database management (specifically Raisers Edge); understanding of fundraising and nonprofit accounting principles and practices
- Experience supervising staff
- Blackbaud certification a plus

Interpersonal Competency Requirements:

- **Team Management** - Develop clear performance targets, roles and goals. Lead, monitor and develop a high performing team.
- **Relationship Building** - Effective performers understand that establishing and maintaining productive relationships is a priority.
- **Initiative** - Needs to be proactive and take action without being prompted; makes things happen
- **Results Oriented** - Should value outcomes and demonstrate a sense of urgency
- **High Standards** - Should model excellence, be accountable for quality, accuracy, and attention to detail, and seek to improve processes
- **Organizing and Planning** - Should have the ability to prioritize multiple, competing tasks, maximize use of time, and make efficient use of resources
- **Technical Expertise** - Should be knowledgeable and skilled in functional specialty, add value, and serve as a resource

Work Environment

This job operates primarily in a professional office environment.

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 with or without a reasonable accommodation.



Often operates a computer and other office equipment, such as a calculator, copy machine, computer, and printer. This position requires the ability to perform basic math and speak, hear, write, and read English; occasionally lift and/or move up to 10 pounds.

Travel

This position may require infrequent travel in the Portland Metro area.

Compensation:

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment and an inclusive culture. Every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary commensurate with experience, salary starting at \$50,000/yr DOE and qualifications.

Generous benefits including:

- Paid premiums for medical, vision, and alternative care benefits
- Subsidized dental benefits
- PTO & nine paid holidays
- Voluntary short- and long-term disability
- Flexible spending plan
- Retirement Plan with 3% CCA match
- Paid four-week sabbatical after eight years of service
- Subsidized on-site parking or public transportation reimbursement

Application Guidelines:

Complete the application through [our application portal](#) and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations

Position Type/Expected Hours of Work

This is a full time (40 hours/week) exempt position. Some flexibility in hours is allowed; days and hours are Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. CCA offers a hybrid work environment with both onsite (professional open office environment) days and opportunities to work remotely up to 2 days/week. This position requires evening hours and occasional weekend work at times.



General Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.

The position is based in Portland, OR. The position will be open until it is filled. CCA is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment