



Job Opening: Donor Database Manager for The Masorti Foundation

The Masorti Foundation for Conservative Judaism:

The Masorti Foundation advances the Conservative Jewish Movement in Israel – known there as the Masorti Movement – through education, advocacy, and fundraising support. The Masorti Movement has 80 congregations (kehillot) and communities throughout Israel which welcome all, regardless of age, gender, identify, or sexual orientation. It is a leading force within Israel promoting religious pluralism, inclusivity, egalitarianism, and democracy. The Masorti Foundation is a 501(c)(3) organization, with headquarters in New York City, close to Columbia University.

The Position:

The Donor Database and Operations Manager will be a front-line customer service role, interacting with internal and external customers ranging from the Executive Director, Assistant Director of Development, communications and technology advisors, foundation donors, the Board and Directors and outside vendors. The Foundation recently completed a migration to the Raiser's Edge NXT system. This position will use the power of the new software and best practices to broaden the organization's development and outreach of its 45,000 + current constituents.

Key Responsibilities:

- Perform gift entry and timely processing of donor correspondence, including acknowledgement letters, tribute cards, and pledge reminders. This will include offline and online transactions
- Maintain constituent and other data in the Foundation donor database, assuring accuracy and consistency of entry and revisions
- Develop and run standard reports and queries for tracking overall development progress
- Develop new queries or lists, exports, dashboards, reports and mailing lists based on needs
- Act as main liaison with outside accounting service, providing them with regular reports and additional information, as needed
- Coordinate data and prepare financial reports for bi-weekly fund transfers to Israel

- Develop best practices for data health and maintenance and engage Foundation colleagues in these practices
- Collaborate with the Executive Director, Assistant Director of Development, and others to develop strategies for fundraising outreach and to coordinate print and online fundraising
- Manage day to day office operations, including payroll and interaction with vendors, billing and other services as directed by Executive Director

Qualifications:

- Bachelor's Degree
- 2-3 years of experience with Raiser's Edge or Raiser's NXT
- Excellent communication skills – verbal and written
- Strong time management and problem solving skills
- Ability to work well in a team environment
- Familiarity with office processes and procedures
- Proficiency in MS Office – Word, Excel
- Knowledge of Israel, Hebrew, and the American Jewish community a plus

Apply: To apply, please send a cover letter with your salary expectations, resume and a writing sample to careers.masortifoundation@gmail.com with "Donor Database Manager" in the subject line. No telephone calls, please.

The Masorti Foundation is an equal opportunity employer (EOE) and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, national origin, sex, gender, gender identity and expression, sexual orientation, disability or veteran status.