



Job Description

United Way of Long Island is currently seeking a highly motivated and detail-oriented Donor Database Manager to maintain the integrity and functionality of our donor database systems. The ideal candidate will have experience in Blackbaud's Raiser's Edge NXT and possess a strong understanding of financial processes to ensure accurate gift processing and reporting. This role is critical to our fundraising efforts, providing essential data and insights to drive our mission forward.

FUNCTIONAL JOB TITLE: Donor Database Manager

DEPARTMENT: Finance & Administration

REPORTS TO: Chief Financial Officer

FOR HUMAN RESOURCES ONLY

FLSA EXEMPT: Full-Time Exempt

August 2026

AUTHORIZED BY: President and CEO

Key Responsibilities:

- Manage and maintain the accuracy, integrity, and security of the donor database (Blackbaud Raiser's Edge NXT and Database View).
- Process and reconcile donor contributions, pledges, and payments daily, ensuring accurate data entry and adherence to accounting principles.
- Generate comprehensive reports and queries to support fundraising campaigns, donor stewardship, and financial reconciliation.
- Develop and implement data entry standards, policies, and procedures to ensure data consistency and quality.
- Collaborate with the finance department to ensure accurate accounts receivable tracking and reconciliation of donor revenue.
- Provide training and support to staff on database usage and best practices.
- Assist with the preparation of audit materials related to donor data and gift processing.
- Utilize Microsoft Office365 platforms (Excel, Word, Outlook, SharePoint, Teams) efficiently for communication, data analysis, and collaboration.
- Communicate effectively with internal teams regarding database functionality, data requirements, and reporting needs.
- Collaborate with Resource Development to produce and send donation receipts and acknowledgements.
- Ensure donor records are updated consistently with correct information, narratives, and actions

Qualifications***Experience and Skills:***

- Extensive experience with Blackbaud's Raiser's Edge NXT and Database View preferred, or advanced competency with another CRM or donor database including Salesforce or Donor Perfect with the ability to quickly learn a new system.
- A solid understanding of accounts receivable processes and reconciliation.
- Working knowledge of accounting principles, particularly as they relate to nonprofit fundraising.
- Proficiency in Microsoft Excel, Word, and related Microsoft Office365 platforms (Outlook, SharePoint, Teams).
- Excellent written and verbal communication skills with the ability to convey complex information clearly and concisely.
- Strong analytical skills with a keen eye for detail and accuracy.
- Ability to work independently and collaboratively within a team environment.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Commitment to the mission and values of United Way of Long Island.

Benefits:

Comprehensive benefits include Health, Dental, Vision, 401k Defined Contribution Plan, Paid Holiday's and Paid Time-Off.

Salary Range:

\$60,000 to \$75,000 per year.

To apply:

Please submit your resume and cover letter with salary requirements for consideration to smatera@unitedwayli.org
The United Way of Long Island is an equal opportunity employer, and we encourage all qualified candidates to apply.