



Position Title: Database Manager, Advancement
Position Type: Full-Time, Year-Round
Reports To: Director of Development
Location: In-Person, with potential of Hybrid

About The Aloha Foundation

The Aloha Foundation is a Vermont-based non-profit organization that provides summer camps, family camps, and year-round education programs emphasizing simplicity, nature, and community. Programs serve a range of campers and participants, from children through adults, individuals, groups, and families. The Foundation focuses on creating community by embracing simplicity and putting a value on meaningful face-to-face connections.

Position Summary:

The Aloha Foundation is seeking an organized, detail-oriented Database Manager to oversee our Raiser's Edge database and support the daily operations of our Advancement team. This role plays a vital part in ensuring the integrity of donor information, processing gifts, generating reports, and helping our fundraising efforts run smoothly. While the primary focus of this role is database management, the position will also support annual fund, stewardship, and other development initiatives as needed, reporting to the Director of Development.

Key Responsibilities

- Maintain the accuracy, integrity, and overall health of the Raiser's Edge database.
- Develop, document, and improve database policies and business processes.
- Perform imports, queries, exports, and reporting to support fundraising, research, events, and communications.
- Process gifts, update donor records, generate acknowledgment letters, and send pledge reminders.
- Manage online gifts received through third-party platforms.
- Reconcile monthly and annual gift records with the Finance Department.
- Prepare supporting documentation for audits and tax reporting.
- Create targeted mailing lists for appeals, events, newsletters, donor recognition, and other communications.
- Maintain electronic and paper records related to development operations.
- Provide limited database and reporting support for enrollment and communications as needed.

Qualifications

- Experience with Blackbaud Raiser's Edge (NXT preferred) or a comparable fundraising CRM.
- Strong attention to detail and commitment to data accuracy.
- Excellent organizational, analytical, and problem-solving skills.



- Ability to manage multiple priorities while maintaining confidentiality.
- Proficiency with Microsoft Excel and reporting tools.
- Experience in a nonprofit, educational, or advancement environment is preferred.

Why Join Aloha?

The Aloha Foundation has been inspiring growth, connection, and community since 1905. You'll join a dedicated team committed to making transformative experiences possible for young people and families while helping strengthen the systems that support our mission.

We are committed to a work environment where our diverse cultures, perspectives, and skills are not only valued but actively embraced, fostering a collaborative and inclusive space where everyone feels empowered to contribute their unique strengths.