



NATIONAL MEDICAL FELLOWSHIPS, INC.
Database Manager

About NMF

One of the first diversity focused organizations in the United States, National Medical Fellowships (NMF), founded in 1946, is the nation's premier 501(c)(3) non-profit organization seeking to eliminate health care disparities by increasing the number of Black, Indigenous, and People of Color (BIPOC) physicians and other health care professions working to advance health equity.

NMF works to expand access to education in health care professions, strengthen partnerships with institutions providing this education, and increase a sense of belonging for BIPOC students by enhancing its financial, communal, and emotional support. NMF also offers resources for physicians and other providers already working in health care and seeks to increase diversity and welcome intentionally excluded communities to participate in clinical research. To ensure that clinical research findings benefit all populations, NMF works to increase the number of BIPOC researchers and investigators leading clinical trials and diversify participants in clinical research. In these ways, NMF unabashedly disrupts the systems and structures that erect barriers which impede talented and committed BIPOC students and providers from aiding communities made vulnerable by historic disinvestment and disenfranchisement.

Position Description

The Database Manager is responsible for the performance, integrity, and security of the NMF's Raiser's Edge database, containing over 27,000 records. Database Manager reports to the Vice President of Philanthropy and is an integral part of the Development Team's efforts in managing multiple campaigns throughout the year.

Responsibilities

- Manage the Raiser's Edge donor database including maintenance, gift entry, reporting, and queries
- Manage the database vendor relationship
- Provide thought leadership on potential opportunities in transitioning to Virtuoso while managing any transition
- Develop a phased data cleanup effort and partner with the Development Team to update current data and archive contacts as appropriate
- Research all NMF alumni to ensure inclusion in the database and accurate contact information
- Develop and ensure adoption of Raiser's Edge database protocols to maintain data integrity and consistency
- Maintain permissions framework to ensure all NMF team members have the appropriate logins, access, and screen visibility
- Provide training on database functionality in support of data entry and self-service reporting when possible
- Collaborate with key stakeholders across NMF in fulfilling requests for reports, data exports, mailing lists, annual report data, and other outputs as needed
- Import and batch financial, MobileCause, and NCOA data
- Develop and document procedures for reconciliation of year-end giving statements
- Work with Finance and Development Teams to reconcile financial information between Raiser's Edge and accounting software

- Process, track, and reconcile scheduled giving including but not limited to pledges/pledge payments, invoices, matching gifts, and recurring gifts
- Produce acknowledgement letters and manage the process
- Process and track event data including registrations, attendance, guests, investment, seating, and sponsorships
- Process and track gifts, registrations, and communications through third parties and online tools, including but not limited to MobileCause, Virtuous and more
- Other duties as assigned

Qualifications

- Bachelor's degree and a minimum of 3+ years Raiser's Edge experience
- Demonstrated expertise with Raiser's Edge and/or Virtuous required: including Importing, Online Giving and Global Functions
- Excellent organizational, interpersonal, oral, and written communication skills, including a high level of attention to detail and active listening skills
- Excellent customer service and commitment to exceptional quality is a must
- Organized, quick learner, adaptable, self-starter, collaborative, creative, and dedicated
- Ability to balance, negotiate, and interact effectively with others, work independently, and multi-task to accomplish all work in a timely manner
- Must be able to problem-solve and troubleshoot, in addition to the ability to work independently in a dynamic team environment
- Must possess the ability to prioritize projects with sensitivity to changing priorities while meeting deadlines
- Level of understanding and adherence to data privacy and security practices

Work Environment

- NMF's teammates share a deep commitment to health equity for the BIPOC community
- Diversity, equity, inclusion, and belonging are core tenets of NMF's workplace culture
- NMF has a virtual remote working environment with teammates based across the country
- District of Columbia metro area is preferred

Compensation and Benefits

- Full-time position
- Salary range of \$65,000-75,000, commensurate with experience
- Generous benefits package, including paid time off; medical, dental and vision benefits; short and long-term disability insurance; life insurance; and 401K matching plan

Applying

- Please submit your CV/resume, including a one-page cover letter, to jobs@nmfonline.org. In the email Subject field, please indicate the role title as in: "**POSITION — Database Manager.**"



Equal Employment Opportunity Statement

NMF is committed to providing equal employment opportunity to all employees and applicants for employment without regard to their race, color, religious creed, sex, gender identity, gender expression, age, national origin, caste, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, height and weight, or other personal characteristics as may be protected by applicable law. This policy applies to all terms and conditions of employment, including, without limitation, hiring, placement, promotion, job elimination, termination, transfer, leaves of absence and compensation; relationships with outside vendors; use of contractors and consultants; and in dealing with the public.