



Database Manager

United Way of Greater Richmond & Petersburg seeks a mission-driven Database Manager to join our diverse team. The Database Manager is responsible for the day-to-day operation of our customer relationship management database, Andar, which is the primary supporter database and system of record, used for email marketing, online giving, website design, volunteer management, event listings and general maintenance. The Database Manager also manages the MobileCause application and online donation portal, e-Pledge, as well as front-end system enhancements, troubleshooting, and data integration efforts. The Database Manager leads projects related to support system upgrades and works in a collaborative environment with end users, developers and vendors to support United Way's fundraising goals.

United Way of Greater Richmond & Petersburg maintains a positive, challenging and engaging environment for its employees. Working at United Way offers personal and professional growth opportunities and a chance to be part of a team that is creating lasting change in our community and leading a movement to engage every local citizen in that change. We empower individuals and drive systemic change to provide everyone with a clear path to success. We do this by mobilizing the entire community – individuals, nonprofits, government agencies, schools and businesses – to collectively tackle our region's toughest challenges. United Way of Greater Richmond & Petersburg serves the region's neighborhoods and rural areas alike, providing direct services and support to partners in the cities of Richmond, Petersburg and Colonial Heights as well as the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent and Powhatan.

Qualifications: The ideal candidate will have 3-5 years' experience creating and managing donor information, managing donor systems, and tracking strategic metrics to monitor and achieve organizational success; a strong knowledge of databases, with Andar experience preferred; a strong knowledge of MS Office, including Word, Excel, and Outlook; and a demonstrated ability to manage multiple projects and meet deadlines. Associate degree required, with a Bachelor's degree in information science or computer science preferred.

Position open until filled. Please send cover letter, resume, and salary requirement to:

United Way of Greater Richmond & Petersburg
Human Resources
P.O. Box 11807
Richmond, VA 23230

Email: jobs@yourunitedway.org

Fax: (804) 775-6476

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