



Organization Description

Freshwater Future is a catalyst for community action that strengthens policies designed to safeguard the waters of the Great Lakes region. We help create and strengthen community action on water by providing grants and professional development services to over 2,000 community groups working on local issues impacting their water. Through this engagement with groups, we learn of and track emerging issues that impact many communities in the region, and are able to synthesize those concerns into strategic policy solutions. We elevate the voices of many communities to the state, provincial and federal level where policy change happens. We champion the causes of communities and have taken leadership roles in coordinating on issues such as stopping invasive carp from entering the Great Lakes, securing over \$6 billion for Great Lakes restoration activities, and passing the Great Lakes Compact to prevent diversions of Great Lakes water.

Job Summary

The Database Administrator will plan and implement a fundraising program to provide for the short- and long-term needs of the organization.

Essential Functions

- Data integrity and hygiene. Routine deduplication, address standardization, NCOA and email-bounce processing, decedent suppression, and the maintenance of a documented data dictionary.
- Mission Centric Fundraising. Understands the importance of building a culture of philanthropy as well as their role in supporting fundraising activities. Marketing & Audience Development. Open to creating systems to better identify specific audiences in order to help create a more sophisticated process for external communications.
- Gift entry and batch reconciliation. Daily or weekly gift batches, soft-credit assignment, pledge tracking, recurring-gift management, and reconciliation against the finance ledger.
- Advocacy support. Provide support to advocacy team to engage, track and thank people and organizations taking action for water.
- Segmentation and list generation. Pulling appeal segments, event invitations, stewardship communications, and major-gifts portfolios. Develop and maintain segments by member and donor interest.
- Reporting. Standard dashboards (giving by source, retention rates, average gift, donor counts by segment), board-meeting packets, campaign performance reports, and ad-hoc pulls for fundraisers.
- Vendor and integration management. Wealth-screening uploads, prospect-research integrations, event-software syncs, email-platform integrations, and online-giving form connectivity.

- Audit prep. Pulling donor-restricted gift reports, providing supporting documentation for the annual financial audit, and confirming that gift acknowledgments meet IRS substantiation requirements
- Support and Training. Providing technical support and training to staff on database-related issues.

Required Skills/Abilities:

- Three years of experience in nonprofit data coordination or fundraising.
- Experience with EveryAction a plus.
- Proficient in Microsoft Office Suite or similar software.
- High level of integrity, professionalism, and commitment to equity and inclusion.

Preferred Qualifications:

- Experience working in a small or regional nonprofit setting.

Work Environment:

- This position is remote, with travel to donor meetings or engagement opportunities expected as relevant. Travel expenses are reimbursed by the organization.
- The Database Administrator will work in a collaborative fundraising team and support all data functions for the organization.

Position Type: The Database Administrator is a part-time, permanent position. Job location is negotiable within the Great Lakes region.

Compensation: Hourly Range – \$28-\$33, plus benefits, commensurate with experience. Generous benefits including health, dental, vision, retirement, disability insurance, and paid time off.

Freshwater Future is an equal opportunity employer.

To apply please submit a resume and cover letter to jobs@freshwaterfuture.org.