NATIONAL GALLERY OF CANADA FOUNDATION

FONDATION DU MUSÉE DES BEAUX-ARTS DU CANADA

Job Title: Manager, Fundraising Information Systems

Reports To: Director, Major Gifts and Campaigns

Dotted Line Reporting: Director of Finance and Administration

Employment Type: Full-Time

Location: Ottawa, Ontario

Position Summary

The Manager, Fundraising Information Systems is responsible for the strategic management, administration, integrity, analysis, and effective utilization of the organization's fundraising information systems and donor database. The position plays a critical role in supporting the organization's fundraising, donor stewardship, membership, sponsorship, and philanthropic development activities.

Manager, Fundraising Information Systems is responsible for maintaining the integrity of the Foundation's Raiser's Edge database, ensuring accurate and timely management of constituent data, gift processing, and receipting in accordance with Canada Revenue Agency (CRA) requirements. In addition, the role plays a key part in supporting the Foundation's fundraising activities through the creation of compelling written materials, including donor appeals, proposals, and stewardship communications.

The successful candidate will have advanced expertise in Blackbaud Raiser's Edge NXT (RE NXT), including database administration, data management, reporting, gift processing, donor analytics, and system optimization. They will ensure that the organization maximizes the value of its fundraising technology while maintaining high standards of data integrity, confidentiality, financial controls, and compliance with applicable privacy and charitable receipting requirements.

Description of Duties:

- Use Raiser's Edge and other Foundation tools to maintain constituent records, track cultivation, solicitation and stewardship activities, and manage new prospects in collaboration with the Foundation team;
- Serve as the Foundation's primary administrator for Blackbaud Raiser's Edge NXT.
- Manage the configuration, maintenance, administration, and continuous improvement of the fundraising database.
- Ensure accurate and consistent recording of donor profiles, contact information, gift histories, pledges, prospects, memberships, sponsorships, grants, and other fundraising transactions
- Identify opportunities to improve system functionality, automation, reporting capabilities, and operational efficiency.
- Liaise with Blackbaud support and other technology vendors to resolve system issues and implement enhancements.
- Develop and maintain user guides, standard operating procedures, and staff training materials.
- Ensure the foundation maximizes the functionality of Raiser's Edge NXT, including its constituent management, gift management, prospect tracking, reporting, and analytics capabilities.
- Record and process gifts in accordance with Foundation and CRA guidelines into Raiser's Edge database system with accuracy and attention to detail, in a timely and efficient manner;
- Promptly and appropriately acknowledge all donations including generating and mailing thank you letters and tax receipts, acknowledgement cards, certificates and welcome packages including responding to donor inquiries;
- Respond to, or direct appropriately, donor inquiries and ensure consistent and appropriate messaging;
- Generate monthly reconciliation, fundraising and pledge reports of the donor database for Director of Finance review and approval;
- Generate reports and create dashboards within Raiser's Edge database as required;
- Ensure the complete confidentiality of all donor information;
- Collaborate with the Gallery to prepare information required for annual report including donor listings;
- Support Director of Finance with other fundraising related duties as required;
- Draft engaging newsletter content in collaboration with Development Manager
- Lead the development of proposals and support grant writing for a variety of campaigns;

- Provide copyediting assistance on fundraising materials and stewardship reports that are developed by other members of the team;
- Oversee the accurate and timely recording of donations, pledges, bequests, grants, sponsorships, membership fees, and other philanthropic contributions.
- Establish and maintain effective gift processing procedures and internal controls
- Support other fundraising and writing activities as required.

Education

The ideal candidate will possess:

- Bachelor's degree in Business Administration, Information Management, Computer Science, Accounting, Finance, Statistics, Data Analytics, Fundraising Management, or a related discipline.
- A postgraduate qualification in Business Administration, Information Systems, Data Analytics, or Non-Profit Management would be an asset.
- Professional development or certification in fundraising, donor relations, database management, or data analytics is desirable.

Relevant professional designations and certifications may include:

- Certified Fund-Raising Executive (CFRE).
- Blackbaud Raiser's Edge NXT training or certification.
- Project Management Professional (PMP) or equivalent.
- Microsoft Power BI certification or equivalent data analytics training.

Required Professional Experience

1. **Experience:** Minimum of 3–5 years of progressively responsible experience in fundraising information management, donor database administration, development operations, or fundraising analytics.

2. **Raiser's Edge Expertise**: At least 3 years of hands-on experience using Blackbaud Raiser's Edge, preferably Raiser's Edge NXT, with demonstrated proficiency in database administration, gift processing, reporting, constituent management, and system optimization.

3. **Non-Profit Experience**: Experience working in a registered charity, foundation, cultural institution, museum, art gallery, university, hospital foundation, or other philanthropic organization will be an added advantage.

What We Will Provide

- Salary ranges between **$73,500 to $87,000 per annum**
- Benefit Plan, including Health and Dental Benefits, Optional Savings Account, Optional Critical Illness and Core Life, AD&D and LTD Insurance, with options
- Paid Sick Time, Four Weeks Paid Vacation and Personal Leave

Working Conditions

- This is a Permanent, Full-Time position
- The Foundation operates 3 days a week in the office and two days a week from home
- The incumbent is required to live and work in Ottawa, Canada

Available to work Monday-Friday, 7.5 hours a week anytime between 8:00am to 5pm.

Interested candidates should send resume to HRF@ngcfoundation.ca