

**Endowment and Stewardship Database Manager**

**Reports to:** Executive Director

**Status & Location:** Benefited Position, Full-time Salary

**Workweek:** 8:30 am to 4:30 pm M-F

**POSITION DESCRIPTION SUMMARY:** The Endowment and Stewardship Database Manager is a key strategic member of the Catholic Community Foundation of Mid-Michigan team and serves a central role in advancing the Foundation's fundraising, stewardship, and fund administration programs. This position oversees the systems, data, and processes that support donor engagement, fundraising strategy, endowment management, scholarships, grants, donor-advised funds, and designated fund distributions.

As the primary administrator of CommunitySuite, Foundant, BoardEffect, and the Foundation's CRM and donor management platforms, this position ensures integrity, accuracy, and strategic use of donor, fundholder, and constituent data. Through data analysis, reporting, and donor intelligence, this position provides actionable insights that strengthen fundraising performance, donor stewardship, prospect management, and long-term philanthropic growth.

The role supports the Foundation's mission by delivering exceptional service to donors, fundholders, advisors, grantees, scholarship recipients, staff, and board members while promoting excellence, accountability, and operational efficiency across all Foundation activities.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Fundraising Operations & Donor Intelligence (45%)**

- **Database Administration**
  - Serve as primary administrator for CommunitySuite, Foundant, BoardEffect, and the Foundation's CRM and donor management systems.
  - Maintain database integrity, governance, integration, security, and quality-control standards.
  - Develop and maintain written procedures, user protocols, and database documentation.
  - Coordinate staff training and provide ongoing technical support.
  - Manage constituent records, correspondence tracking, and donor stewardship activities.
  
- **Fundraising Analytics & Reporting**
  - Develop, maintain, and analyze donor and constituent data to support fundraising strategy, donor retention, stewardship, and prospect development.
  - Create dashboards, reports, and performance metrics to measure fundraising effectiveness and progress toward organizational goals.
  - Analyze giving trends, donor behavior, campaign performance, event participation, and engagement activity to identify opportunities for growth.

- Support campaigns, major gift initiatives, planned giving efforts, endowment development, and donor cultivation strategies through data-driven insights.
  - Collaborate with staff and board leadership to identify, qualify, and track prospective donors through effective moves management practices.
  - Develop targeted constituent lists and donor segmentation strategies for fundraising campaigns, stewardship initiatives, and communications.
  - Monitor fundraising metrics and provide recommendations that support donor acquisition, retention, upgrades, and long-term philanthropic engagement.
- **Donor & Stakeholder Support**
    - Serve as a donor ambassador by providing exceptional service and support to the bishop, pastors and parish life directors, donors, advisors, fundholders, and community partners.
    - Support donor portal administration and donor-advised fundholder services.
    - Assist donors and stakeholders with inquiries related to gifts, funds, grants, scholarships, and Foundation programs.

**Endowment, Scholarship, Grant & Donor-Advised Fund Administration in CommunitySuite (45%)**

- Administer scholarship, grantmaking, donor-advised fund, and designated fund distribution processes through CommunitySuite and Foundant's Scholarship & Grant Lifecycle Management (SLM & GLM) modules.
- Coordinate scholarship and grant application, review, award, and reporting activities through SLM & GLM modules.
- Manage donor-advised fund grant recommendation processing and related documentation.
- Coordinate Grants Committee meetings and provide administrative support to committee activities.
- Prepare and maintain accurate records, reports, correspondence, and support documentation related to all fund distributions.
- Monitor and track outcomes and impact reporting for scholarships, grantmaking, and designated funds.
- Serve as a primary contact for scholarship applicants, recipients, donors, grantees, fund advisors, and community partners.
- Maintain strong relationships with donors, donor advisors, scholarship recipients, grantees, Catholic schools, parishes, and nonprofit organizations.
- Partners with staff to plan and execute scholarships, grantmaking, stewardship, and donor recognition events.
- Support the growth and sustainability of Foundation endowments through exceptional stewardship, donor service, and accurate fund administration.

### **Organizational Leadership, Accounting & Mission Support (10%)**

- Support implementation of the Foundation's strategic plan through effective use of data, technology, and reporting.
- Work closely with the Finance Manager to ensure accurate preparation and documentation of grants, scholarships, donor-advised fund distributions, and designated fund vouchers.
- Ensure supporting documentation is properly maintained within Foundation databases to support audits and financial reporting.
- Maintain productive relationships with donors, pastors, professional advisors, board members, Catholic schools, parishes, and community organizations.
- Provides support to Board committees, as assigned.
- Participate in professional development opportunities to strengthen fundraising, stewardship, technology, and philanthropic expertise.
- Support and promote the Foundation's Catholic mission, values, and culture of philanthropy.
- Perform other duties as assigned by the Executive Director.

### **COMPETENCIES & SKILLS**

- Strong understanding of fundraising operations, donor stewardship, constituent relationship management, and philanthropic best practices.
- Advanced database administration and CRM management skills.
- Experience developing fundraising reports, donor analytics, dashboards, and performance metrics.
- Strong analytical and problem-solving abilities with the capacity to translate data into actionable fundraising strategies.
- Excellent organizational, project management, and time-management skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to manage multiple priorities while maintaining exceptional attention to detail and accuracy.
- Demonstrated commitment to customer service, confidentiality, and professional integrity.
- Ability to work independently and collaboratively in a mission-driven environment.
- Membership in the Catholic community may be useful but not required.

### **QUALIFICATIONS**

- Bachelor's degree in nonprofit management, business, communications, marketing, information systems, fundraising, or a related field preferred.
- Three to five years of progressively responsible experience in fundraising operations, donor database management, foundation administration, grantmaking, scholarship administration, or related nonprofit work.
- Experience with CRM systems, donor databases, fundraising analytics, and constituent relationship management required.

- Experience with CommunitySuite, Foundant, BoardEffect, and fundraising CRM platforms strongly preferred.
- Knowledge of fundraising principles, donor stewardship, prospect management, and philanthropic best practices preferred.
- Must be able to work occasionally on evenings and Saturdays as needed.

#### **BENEFITS AND COMPENSATION**

- Competitive salary based on qualifications and relevant experience.
- Excellent insurance plans through the Michigan Catholic Conference
- Generous paid time off; vacation leave and sick leave
- Occasional teleworking options.

How to Apply: Please submit a cover letter, resume, references and salary expectations to [Kristin.smith@ccfmm.org](mailto:Kristin.smith@ccfmm.org). Applications deadline July 31, 2026.