



Development Database Manager Position Description

BACKGROUND

Since 1991, NBCC has been at the vanguard of the breast cancer movement – elevating breast cancer to an issue of national significance, leveraging billions of federal dollars for research and care, and empowering tens of thousands of breast cancer survivors to become effective advocates for themselves, and for all those at risk of breast cancer. NBCC is the organization that will end breast cancer; we are activists who set a research agenda to ensure that outcome, who tell the truth about breast cancer, upend the status quo, and empower survivors to be leaders for this cause.

POSITION SUMMARY

NBCC is seeking a Development Database Manager to ensure our donor data is accurate, secure, and leveraged thoughtfully to support fundraising, stewardship, and donor engagement. This role supports a donor centric culture by ensuring our data helps build respectful, consistent, and meaningful relationships with supporters. The Development Database Manager balances core database responsibilities with technical execution of fundraising and stewardship emails, including list building, segmentation, and donor journeys. It is ideal for someone with two to three years of experience who brings strong critical thinking, attention to detail, and a service-minded approach.

ESSENTIAL DUTIES & RESPONSIBILITIES

Database Management

- Serve as the primary administrator for NBCC's Bloomerang database
- Maintain accurate and timely entry of gifts, pledges, and donor records
- Manage data hygiene including deduplication, field standards, and required information
- Apply critical thinking to identify data gaps, inconsistencies, and opportunities for improvement
- Document processes and support consistent database use across the team

Donor Journey, Segmentation & Email Execution

- Build and manage lists and donor segments based on giving history, engagement, and preferences
- Support donor journeys for fundraising, stewardship, and event campaigns
- Execute fundraising and stewardship emails using existing templates adding enhancements as needed
- Apply audience logic and suppression rules to ensure accurate targeting
- Maintain clean connections between email activity, donor records, and campaign tracking



Gift Processing and Donor Care

- Oversee daily gift processing across all giving channels
- Execute acknowledgments that are accurate, timely, and respectful of donor preferences
- Monitor recurring gifts and pledges and resolve issues proactively

Reporting and Insights

- Track campaign performance, donor engagement, and retention
- Surface insights from segmentation and donor journey data to improve fundraising effectiveness
- Support leadership and team with reports on donor activity and campaign results
- Use AI driven predictive analysis to identify donor trends, anticipate giving behavior, and inform smarter fundraising strategies that strengthen long term donor relationships

QUALIFICATION & REQUIREMENTS

This role ensures donors are treated as valued partners. Strong database management, thoughtful segmentation, and careful donor journey planning combined with accurate email delivery help NBCC grow support for breast cancer research and advocacy while protecting donor trust.

- Two to three years of experience managing a nonprofit donor database
- Hands-on experience with Bloomerang or a similar system
- Experience supporting fundraising emails from a technical or data perspective
- Strong critical thinking and problem-solving skills
- High attention to detail and respect for donor trust and privacy
- Ability to manage recurring tasks while adapting to new priorities
- Collaborative, service-minded working style
- Familiarity with email platforms connected to a CRM
- Comfort analyzing fundraising metrics and reporting

SALARY RANGE

\$60,000-\$75,000

HOW TO APPLY

Email letter of interest with resume to jobs@stopbreastcancer.org with “Development Database Manager” in the subject line. No calls please. NBCC is an equal opportunity employer that welcomes applications from all.



DISCLAIMER

This is a full-time hybrid position located in Washington, DC. At present, NBCC staff work remotely Mondays, and Fridays, and are expected to be present in the DC office on Tuesdays, Wednesdays and Thursdays.

NATIONAL BREAST CANCER COALITION VACCINATION POLICY

Throughout the COVID-19 pandemic, the National Breast Cancer Coalition (“NBCC”) has prioritized employee safety and well-being as well as the safety of our family members and communities. NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.