

Title: Sage Fundraising 50 Manager (volunteer position)

Purpose:

The Sage Manager is responsible for ensuring the effective use of the Sage Fundraising 50 software. In addition to housing One In Ten constituent data, the software (formerly Paradigm) is designed to help non-profits organize their communications and fund raising campaigns. The Sage Manager will design a strategy and plan to help the organization know past donors, build a history file of event data, identify potential donors, and improve fund raising efforts through effective use of the software.

Average Time Commitment:

This position requires a long-term commitment (nine months or longer). Six to eight hours per week through May 1, 2009. Two to four hours per week thereafter. During limited periods during planning and wrap-up for new campaigns and events, more than four hours.

Responsibilities:

Develop a strategy for fully integrating the use of Sage into the operations of the organization. Document procedures for the creation of campaigns and events, maintenance of data tables, and entry of data. Oversee the efforts of the Database Manager and Data Entry Volunteers.

- Work with OIT staff and Board members to define immediate needs, understand the fund raising methods, and create a plan to address the needs. Implement the within the agreed upon timeframe.
- Develop a long-term, multi-phased strategy for integrating the use of Sage into the operations of the organization as it relates to improving the organization's use and manipulation of constituent, campaign, volunteer, and event data.
- Document procedures for the use of Sage, the configuration of data tables, use of constituent cards, etc.
- Evaluate and consider implementing connectivity between Merchant Account activity and the Sage Fundraising 50 database.
- Evaluate and present a proposition on the long-term migration to web connectivity for the management of constituent accounts (1 to 2-year goal).
- Supervise and ensure the presence of a backup volunteer for the Database Manager
- Train, support, and oversee the efforts of data entry volunteers.

Qualifications:

- Previous experience working with Sage F50 (formerly Paradigm) is highly desired, although in-depth experience managing another contact or sales software system may be considered.
- Willingness to spend personal time learning from manuals and on-line tutorials
- Prior supervision of employees or volunteers preferred, but not required.
- References from previous positions of similar responsibility, either full-time or volunteer, involving work with or management of similar contact systems.
- General knowledge of non-profit fundraising is preferred
- Ability to be reached during the work week, responsive to the organization's requests.
- Ability to work independently and find solutions despite multiple challenges
- Ability to communicate effectively and maturely

Supervisor of Work:

The Sage Fundraising 50 Manager will report directly to the Executive Director of OIT.

Measure of Success:

- Delivery of reports, plans, and tasks per the agreed upon timelines

- Build the teamwork of the database and data entry team of volunteers to ensure a smoothly functioning group able to meet its objectives.
- Increasing improvement in the organization's productivity through the use of Sage and improvements in the capacity to conduct successful fund raising drives with Sage data as a basis.

Benefits of the Position:

This position will be central to the ongoing success of funding the operations of the organization. It offers a significant amount of exposure and responsibility within the organization and the opportunity to supervise other volunteers. Success in this position is essential for the organization to be able to better use data for fund raising purposes. It provides the incumbent with opportunities for further involvement with the organization (potential paid position, potential board member, etc.)