



Philanthropic Partner of US Equestrian

POSITION

Stewardship and Database Manager

Location: Gladstone, NJ

Employment Type: Full-time

Reports To: Director of Annual Support

About USET Foundation:

The USET Foundation is dedicated to supporting the United States Equestrian Team by funding high-performance programs, training, and international competition. We are seeking a dedicated and detail-oriented Director of Annual Support to manage our membership acquisition and renewal programs, oversee charitable contributions, and ensure a high level of donor engagement.

Position Overview:

Reporting to the Director of Annual Support, the Database and Stewardship Manager is responsible for maintaining the donor and member database, processing contributions and pledges, and supporting fundraising efforts. This role ensures accurate data entry, donor stewardship, and fulfillment of membership benefits while assisting with direct mail campaigns, reporting, and special projects as needed. It plays a crucial role in donor engagement, data integrity, and supporting the USET Foundation's fundraising goals.

Key Responsibilities:

- Process and record all charitable contributions and pledges, ensuring timely deposits and accurate reporting.
- Maintain donor and member data in Raiser's Edge CRM, including updates and address corrections.
- Generate donor acknowledgments, receipts, and fulfill membership benefits (cards, pins, gifts, etc.).
- Support direct mail campaigns, including invitations and planned giving materials.
- Provide donor reports and assist with fundraising initiatives.
- Respond to donor inquiries and membership-related requests.
- Assist with general administrative tasks and special projects as needed.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in a related field (e.g., nonprofit management, business, communications, or database administration) or equivalent experience.
- Minimum of **1-2 years of experience** in database management, donor relations, or fundraising support, preferably in a nonprofit setting.
- Proficiency in Raiser's Edge CRM or similar donor database systems is strongly preferred.
- Experience processing charitable contributions, generating reports, and managing donor records.

SKILLS & COMPETENCIES:

- Strong attention to detail and commitment to data accuracy.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and experience with mail merges.
- Strong communication and interpersonal skills for donor interactions and team collaboration.
- Ability to maintain confidentiality and handle sensitive donor information with discretion.
- Problem-solving skills and adaptability to support special projects and evolving fundraising needs.

PREFERRED QUALIFICATIONS:

- Experience with donor stewardship and membership fulfillment.
- Knowledge of direct mail campaigns and planned giving initiatives.
- Understanding nonprofit fundraising and donor engagement best practices.

TO APPLY:

Interested candidates should submit a resume and cover letter to Kara Scro, Assistant Executive Director, at kscro@uset.org.