



## **JOB POSTING**

### **DATA SYSTEMS MANAGER (Arlington)**

AHC Inc. is seeking an individual with strong fundraising database management skills to join our Community Relations team focused on individual and corporate development.

AHC is a mission-driven, resident-centric organization. We hire individuals who embrace these values and who want to work in a dynamic, diverse environment. The nonprofit is actively developing affordable housing communities in the Virginia, Washington, DC & Baltimore regions and provides a wide array of education programs, social services, and activities to help our residents build stronger futures.

#### **About the Team:**

The Community Relations Department provides fundraising and communications services for AHC Inc. and its subsidiaries, AHC-Greater Baltimore. The Department manages all aspects of AHC's fundraising program including direct marketing appeals, major donors, corporate contributions, and government and foundation grants. All development supports Resident Services, so it can provide high-quality onsite educational programs and social services for residents living in AHC's affordable rental housing communities.

#### **About the Job:**

This newly established position is a great opportunity for those seeking their next level of fundraising experience. The role reports to the Director of Individual and Corporate Giving as they work together to strengthen AHC's donor reach. The Manager will lead the team in providing best practices in donor database management, helping to ensure data integrity of AHC's supporters and contribute to the achievement of AHC's development goals.

This position will work closely with AHC colleagues in other teams to ensure alignment of mission and execution.

#### **Primary Responsibilities:**

- The Manager oversees and maintains the AHC fundraising and stakeholder database (Salsa CRM), to include donor gift entry, constituent management, data queries and list building, revenue reports, and best practices for data integrity.

- The Manager supports the achievement of development goals by helping the Director expand contributions identified through appeals, special online giving days, and workplace giving programs.
- The Manager supports the Community Relations team in the planning and execution of fundraising and donor-related events and activities as needed.

**Minimum Requirements:**

- 4+ years of experience working with a CRM fundraising database. Proficiency in Salsa CRM, Salsa Engage, and Airtable a plus.
- Experience in non-profit development, donor outreach, direct mail, and digital fundraising.
- Proficient in email software such as Salsa Engage, or Constant Contact is a plus.
- Experience in non-profit email marketing design a plus.
- Experience in special events/programs a plus.
- Undergraduate degree preferred.
- Proficient with Microsoft Office Suite, especially Excel.

**How to Apply:**

For immediate consideration, please email your cover letter and resume to [jobs@ahcinc.org](mailto:jobs@ahcinc.org).

Learn more about AHC by visiting our website [www.ahcinc.org](http://www.ahcinc.org).