



Manager, Data and Operations | Advancement Team Job Description (Updated 04-2026)

About Good Reason Houston

Good Reason Houston exists to create a future where every child in every neighborhood of Houston has access to a world class public education that prepares them to thrive in the Houston of tomorrow. We believe that all Houston students deserve an excellent education, and work to reshape the Houston education landscape by inspiring hope, possibility, and action as we work towards our mission of growing the number of students learning in great public schools.

Good Reason Houston **builds awareness** of, **advocates** for, and **advises** school systems on measures aimed to improve the quality of education available to all. Today the organization partners with 25 public school systems that collectively serve 700,000 students across 900 public schools in the Houston region. We seek to cultivate a shared regional vision for educational quality, to build the capacity for change required within districts and the greater Houston community, and to foster collective ownership to support student-level results for kids across our city.

About the Role

The vision for Advancement at Good Reason Houston (GRH) is to operate with a best-in-class capacity building strategy to become the premier city for public education in the nation. Our vision is vested in the organizational mission that every child in every neighborhood in Houston deserves to have access to a world-class public school and thrive in the Houston of tomorrow.

Good Reason Houston's Manager, Advancement Data & Operations will drive this work forward through optimization of data management and oversight of operational processes within the Advancement team. This role will also enhance the organization's fundraising efforts by monitoring key performance indicators, managing donor information systems, optimizing donor portfolios through prospect research, and effective collaboration with Finance. The ideal candidate will possess a strong background in data management and fundraising, along with the ability to anticipate various strategic fundraising needs.

This position will play a key role in growing the philanthropic management of foundation, individual, and corporate giving portfolios, working within the Advancement team to streamline operations, optimize fundraising progress, provide training and support to staff on the use of database systems, data entry standards, and reporting tools, all while fostering a collaborative environment that encourages a culture of philanthropy and knowledge sharing. This role will report to the Chief Advancement Officer.

Primary Responsibilities

Database Management & Adoption (35%)

- Monitor database performance and optimize queries to enhance user experience and reporting capabilities.
- Coordinate information sharing and collect key information and data cross functionally
- Ensure data integrity of donor databases, including communications logs, data entry, gift acknowledgement, reporting, etc.

- Implement and uphold best practices for data security and privacy, ensuring compliance with relevant regulations.
- Lead system transitions with a focus on user adoption, standardized workflows, and minimal disruption
- Train and onboard cross-functional team members on system use and best practices; provide ongoing support.
- Develop and maintain clear protocols for data entry, management, and reporting to ensure consistency while promoting data security and privacy best practices.
- Conduct regular audits to maintain data quality and compliance with policies and regulations.

Research & Portfolio Management (30%)

- Develop and maintain a comprehensive portfolio of donor and prospect data to support fundraising strategies.
- Gather and analyze detailed information about prospects and donors including donor demographics, giving history, engagement data, as well as prospect information: Potential giving capacity, philanthropic interests, connections to the organization
- Manage resources and processes for wealth screening donors and prospects to focus fundraising efforts on high-potential donors, tailor communication strategies based on individual giving capacities, and identify major gift prospects.
- Utilizing wealth screening and prospect research to establish a manageable prospect pool and strategically assigning prospects to frontline fundraisers and optimize donor engagement strategies.
- Collaborate with frontline fundraising staff to optimize portfolio management and donor prospecting in order to effectively establish multi-year revenue generating donor relationships.

Reporting and Analytics (20%)

- Generate regular and ad-hoc reports for senior leadership and board members, showcasing key performance indicators related to fundraising efforts and donor engagement.
- Utilize data visualization tools to present complex data insights in an understandable format for stakeholders.
- Assist in the development of dashboards and performance metrics to track progress against fundraising goals.
- Identify follow-up needs and assign tasks as needed to ensure all necessary information is collected and reported.

Gift Processing and Reconciliation (15%)

- Oversee the on-going, accurate, and timely processing of all donations, including cash, pledges, and in-kind gifts.
- Collaborate with the Finance and Operations team concerning reconciliation processes with the finance department to ensure alignment between fundraising and financial records.
- Maintain documentation of gift processing procedures to ensure consistency and transparency.
- Ensure impeccable donor stewardship (timely gift acknowledgements, sufficient appreciation outreach, meet progress reporting and update meeting requirements and requests, etc.)
- Provide donors with necessary documentation to facilitate and process giving (i.e. invoices, receipts, annual tax-letters, etc.)

Qualifications & Key Attributes

- Bachelor's degree required, specialization in data management, information technology, business administration, or a related field preferred.
- Strong knowledge and experience in Blackbaud Raiser's Edge NXT and ability to manage with a high level of accuracy and data security practices.
- At least 3 years of experience in data management, preferably in a nonprofit or fundraising capacity.
- Proficient in data analysis and reporting tools (e.g., Excel, Tableau).
- Exceptional personal ownership for meeting goals and track record of follow-through
- Proficiency with MS Excel, Outlook, PowerPoint, and Word required
- Passion about the mission, vision, and goals of Good Reason Houston and how this position contributes to the Advancement team's success
- Excellent organizational and project management skills, with the ability to manage multiple priorities.
- Strong interpersonal and communication skills, with a focus on collaboration and teamwork.
- Attention to detail and a commitment to maintaining data integrity and confidentiality.

Our Team

Along with our core beliefs, the traits listed below were generated by the team to capture what it looks like in action when operating at our best.

We **embrace** and **drive change**.

We are **flexible** and **fierce**.

We operate with a **bold bias toward action**.

We **fess up** when we mess up.

We **dare greatly** and **engage humbly**.

We **grow as we go**.

We **turn up the love** when we **turn up the heat**.

We **root for each other**.

Good Reason Houston staff are expected to support this organizational culture by promoting and adhering to these team traits to maintain an open and cohesive work environment & relationships.

Working at Good Reason Houston

Good Reason Houston offers a competitive salary commensurate with experience in a similar position. The starting salary for this position is \$80,000. New hires are offered a salary depending on qualifications, internal equity, and the budgeted amount for the role.

Good Reason Houston also has a 401(k) (automatic 3% employer contribution), life, medical, dental and vision insurance packages.

Each employee accrues 35 paid time off days per calendar year in addition to the 19 paid holidays per year.

Good Reason Houston is an office-based organization, but allows for virtual work on Mondays and Fridays.

Apply at www.GoodReasonHouston.org/Careers