



CCHS NETWORK

FAMILY • FOUNDATION • SCIENCE

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Job Description: Development Associate - Donor Database Manager

Position Summary

The Development Associate - Donor Database Manager of the CCHS Network will play a vital role in advancing our mission to support individuals and families affected by Congenital Central Hypoventilation Syndrome (CCHS). Your work behind the scenes - managing donor data, tracking contributions, ensuring data integrity, supporting donor stewardship, gift processing, campaign reporting, and supporting fundraising programs directly helps us provide critical resources, education, and advocacy for this rare disease community. You'll join a passionate, dedicated team that values collaboration, precision, and heart. Together, we're building a stronger, informed, compassionate network of support and helping to drive research that brings hope to families around the world.

Key Responsibilities

Database Management & Gift Processing

- Maintain and oversee all aspects of the Little Green Light (LGL) donor database
- Accurately record, process, and acknowledge all donations in a timely manner
- Regularly update donor records, contact information, and communication preferences
- Conduct data entry and routine database clean-up to ensure consistency and accuracy

Reporting & Analytics

- Generate donor and fundraising reports for staff, board, and external partners
- Support development of dashboards and metrics to track fundraising progress
- Provide mailing lists, donor segmentation, and data analysis for campaigns and appeals

Donor Stewardship & Campaign Support

- Assist with donor thank-you letters, emails, and acknowledgment processes
- Help track and manage donor engagement touchpoints and stewardship activities
- Support annual appeals, special campaigns, and event registration tracking using LGL

Systems Coordination & Training

- Serve as the internal LGL expert and point of contact

- Train and support staff on LGL functionality and data best practices as needed
- Ensure data and processes are aligned with development goals and privacy standards

Qualifications

- 1-3 years of experience in nonprofit development, donor database management, or related field
- Proficiency with Little Green Light
- Strong Excel skills and ability to work with datasets, exports, and reports
- Tech savvy
- Excellent attention to detail and commitment to data integrity
- Strong organizational and communication skills
- Ability to manage multiple priorities and deadlines
- Self-motivated and productive in remote roles
- Experience handling confidential donor information with discretion and professionalism
- An Associate degree minimum

Preferred Qualifications

- Familiarity with nonprofit fundraising practices and donor lifecycle strategies
- Experience supporting annual giving, events, or donor stewardship programs
- Knowledge of data privacy standards and donor acknowledgment best practices

Work Environment & Benefits

This is a remote, part-time position with the CCHS Network, a nonprofit organization dedicated to supporting individuals and families affected by Congenital Central Hypoventilation Syndrome (CCHS) - a rare, lifelong disorder. The position requires approximately 10-12 hours per week and is offered as a 1099 independent contractor role at an hourly rate of \$22.

The schedule is flexible. All work can be performed remotely, though occasional virtual meetings may be required, especially in the beginning to establish a working relationship.

As a contractor position, this role does not include traditional employee benefits such as health insurance or paid time off. However, it offers a meaningful opportunity to contribute to a small, mission-driven team working to improve the lives of people living with a rare disease.

To Apply

Please send a cover letter and resume to [mycchsnetwork@gmail.com] with the subject line: Development Associate Application - [Your Name]. Applications will be reviewed on a rolling basis until the position has been filled.