The Loppet Foundation creates a shared passion for year-round, outdoor adventure in the Minneapolis area, focusing on underserved youth and families. The foundation provides quality programming for youth and adults, produces world class adventures and sporting events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

**Job Summary:**
Responsible for the registration process for all Loppet Foundation events and programming, including implementation and management. Maintain the key databases used by the organization to communicate with participants, members, and donors. Interact directly with the public, database consultants, and all departments within the organization. Provide database analysis and reporting to the Leadership Team.

**Essential Responsibilities:**
- Manage event/programming registration from start to finish, including setup of events/programs within the database, monitoring registrations, and communicating with participants as needed.
- Manage all aspects of packet pickup at Loppet events, including ordering, assigning, and preparing bibs/numbers, timing coordination, packet preparation and distribution, and oversight of volunteers and participant experience at packet pickup.
- Respond to participant requests for changes, refunds, and registration issues.
- Work with event and programming managers to ensure timely and accurate registrations.
- Be alert for event/programming changes and capacities to avoid overbooking.
- Point person to maintain the Foundation membership database including member cards, acknowledgements, and email campaigns as directed.
- Lead the integration of data among the various databases.
- Provide on-site support at events and programs as needed during non-business hours.

**Qualifications/Requirements:**
- At least two years experience with database management, data entry, and reporting.
- Experience working with the general public in a service environment.
- Direct experience working with Monday.com, registration softwares, and Excel.
- Ability to translate a business question into a data question.
- Experience with data quality and preparation, including how to handle missing, duplicate, or inconsistent data.
- Ability to identify trends or relationships within data that produce meaningful insights.
- Experience developing data visualizations and reports that are easy to understand.
- Exceptional attention to detail.
- Ability to prioritize multiple competing projects.
- Excellent written and verbal communication skills.
- Associate degree or higher in a relevant field (e.g., information technology, business, databases, computer science) preferred.

The Registration and Database Manager reports to the Finance and Administration Director who reports to the Executive Director. Salary wages range from $54,000 to $58,000 per year, depending on demonstrable experience.

*This is a Full-time salaried position. Schedule and location are generally flexible with the understanding that a presence during regular business hours is important. However, it is also important to note there will be a variety of evening and weekend events outside of regular business hours that this role will need to be present for.*
This position includes the following benefits: Unlimited PTO, a simple IRA with the Loppet Foundation matching employee contributions up to 3% of the employee’s salary, and two health insurance plan options and a dental insurance option. And the ability to work and play in the magnificent Theodore Wirth Park!

We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, we strongly encourage BIPOC, Indigenous and Queer-identified individuals to apply.

Applications should be submitted via this link. (CLICK HERE TO APPLY)