



FUND FOR THE CITY OF NEW YORK

Metrix—A Database for Nonprofit Organizations

Metrix is a contact management system developed by the Fund for the City of New York to provide nonprofits with an easy-to-use, easy-to-query, easy-to-customize and easy-to-expand database. Metrix gives nonprofits the ability to know “*the who, what, where, when and how much*” of what they do.

What you get with Metrix

A contact database that tracks information by

- ✓ clients, members, volunteers, staff, donors, mentors
- ✓ families, organizations, foundations, government agencies, corporations
- ✓ relationships between and among all of the above
- ✓ addresses, emails, phone numbers
- ✓ demographic information
- ✓ history with your organization

The ability to organize, track, report & analyze revenue by

- ✓ source
- ✓ status and payment of pledges, grants, contracts
- ✓ funds designated to programs, campaigns, events
- ✓ payment and pledge history by date, time frame, amounts, person responsible, program, or donor
- ✓ totals and subtotals for each category

The ability to build mailing lists and track communications by

- ✓ each contact, contribution level, demographic/geographic data
- ✓ previous mailings, prior invitations, event attendance
- ✓ excluding duplicates, ensuring single mailings to each contact
- ✓ easily exporting lists to Excel and Word

System Requirements

- ✓ Microsoft Office 2003 Professional which includes Microsoft Access
- ✓ SQL Server 2000 or its free equivalent, MSDE 2000
- ✓ Pentium II 400MHz computer or higher, 128 MB of RAM, 60MB free hard disk space
- ✓ Windows 2000 (Service Pack 3), Windows XP Home or XP Professional

Though Metrix cannot be installed directly on Macs, it can be installed on a Windows machine and accessed via Macs using Remote Desktop Connection.