

Position Descriptions

Job Title:	Database Manager		Date:	January 2023	
Department:	Institutional Advancement		Last Updated:	May 2022	
Reports To:	Director of Advancement				
Status:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	Classification:	<input type="checkbox"/> 10 mon.	<input type="checkbox"/> 11 mon.
	<input checked="" type="checkbox"/> FT	<input type="checkbox"/> PT			<input checked="" type="checkbox"/> 12 mon.

POSITION SUMMARY:

The Database Manager (“DBM”) in the Institutional Advancement office (1) maintains database records for alumnae, parents, students, faculty/staff, grandparents and other donors to the school; (2) receives, records, and prepares acknowledgements for all charitable gifts to the school; and (3) prepares summary financial and other constituent data reports.

MISSION AND CORE VALUES:

- Supports efforts to build and maintain the relationship between the Academy and its constituents.
- Contributes to the "community" of the Academy—primarily via maintaining relationships with alumnae, parents, and former parents—to foster a desire amongst all constituents to stay involved with the school and support it financially.
- Facilitates communications with all constituents (individuals and organizations) so that they will feel that the Academy is responsive to them as an important part of the community, regardless of whether the constituent’s contact with the school is on a daily basis, or as alumnae, former parents, or “friends” of the school.

PRINCIPAL RESPONSIBILITIES:

Regular Tasks

- Receive, review, and record all charitable gifts to the school.
- Produce acknowledgement letters for all charitable gifts via the Raiser's Edge database and MS Word for school president's review/signature; mail letters and maintain copy files.
- Prepare and facilitate mailings of solicitation letters to various constituencies (via Raiser's Edge/MS Word), as directed by the school president and director of advancement.

Database Management

- Batch-enter gifts via computer to Raiser's Edge database.
- Enter individually and via batch-import all constituent contact information data; edit/update and delete as required.
- Design and run data queries, exports, constituent profiles, mailing lists/labels, email lists, and financial reports.
- Review/understand Raiser's Edge database coding for cleanup and report production.
- Implement security and access restrictions of database.
- Coordinate with school’s president, director of advancement, and Director of Finance regarding proper designation and "restriction" of gifts for specific initiatives/projects/funds.
- Communicate regularly with IT and other staff to ensure database integrity and security.
- Import constituent data to Wealth Engine analytical service; receive, edit and produce constituent reports from same.
- Establish database protocol relative to data-entry specifications, upgrades, procedures and recommendations from Blackbaud.
- Communicate directly with Blackbaud analysts regarding data-management solutions to various Raiser’s Edge functions and unexpected problems.

Reports

- Reconcile monthly charitable gift records with Business Office reports; advise Business Office of discrepancies; run summary reports for Director of Finance.
- Communicate with auditors for yearly audit to provide summary financial reports and documentation related to specific contributions to the school.
- Run gift-batch validation reports (via Raiser's Edge) for regular gift-batch entry validation.

- From Raiser's Edge and in MS Word, produce and distribute financial and constituent data reports for school president, Director of Finance, Director of Advancement, and other Advancement Office staff as needed.
- Produce outstanding (unpaid) pledge reports.
- Produce monthly pledge reminders from Raiser's Edge as necessary to be mailed to constituents. Monitor all gift pledges via summary reports and run scheduled monthly credit card charges for donor pledge payments.
- Prepare all donor lists for school's annual report.
- Produce summary donor data for AISGW/NAIS/DASL annual survey of schools.
- Produce lists of constituent contact/business/other information as requested, e.g., alumnae working in a certain business field, alumnae living in a certain geographic area, etc.

Correspondence/Communication

- Prepare/send memos, notes, letters, and e-mails (in general, to individual constituents and staff).
- Communicate via phone or email with constituents as needed regarding charitable gift procedures and existing gift pledges or new gifts.
- Communicate with school's stock broker to confirm details of charitable transfers of stock to the school.

Research

- As directed by school president and director of advancement, do basic research via the internet on constituent background, work experience/organizational affiliations, and/or philanthropy.

Meetings

- Attend regular meetings of Institutional Advancement Office staff to discuss current tasking and needs.
- Attend regular one-on-one meetings with director of advancement to discuss current tasking and needs.
- Attend meetings as needed to coordinate individual events, projects or mailings.
- Attend all-staff meetings as directed by school president.

Mailing

- Coordinate with co-workers to facilitate mailing of solicitation letters. Print out letters and mailing labels/envelopes, as needed, for smaller-quantity mailings. (Recent larger mailings have been printed/stuffed/mailed by an outside business.)
- Prepare mailing lists via Raiser's Edge for printer/mailling house, as necessary, to expedite larger-quantity mailings of letters, postcards, alumnae magazine, annual report, event invitations, etc.
- Produce and mail out all acknowledgements for charitable contributions to the school.

Training

- Instruct coworkers how to perform basic functions in Blackbaud-Raiser's Edge database.
- Respond to questions regarding basic MS Word functions, e.g., mail merges, document preparation, etc.
- Respond to other general-procedure questions from co-workers.

Other

- Order office supplies as necessary.
- Review/proof most of the printed/emailed communications, mailings, and reports produced by the Advancement and Communications offices.
- Work on special events, e.g., Grandparents day, Golf tournament, and Benefit Auction, as needed.
- Coordinate with Communications Office personnel and other staff to expedite printing of letterhead as necessary.
- Perform other related duties as needed.

JOB REQUIREMENTS:

EDUCATION:

- High school diploma
- Training in Blackbaud "Raiser's Edge" database program

EXPERIENCE:

- Must have significant experience with using Raiser's Edge (traditional "database view" + Raiser's Edge NXT), preferably including the management and posting of charitable gifts, running data queries/exports/reports, and general data input and management.
- Must have three years of administrative/office experience, preferably in a fundraising office or non-profit organization.

SKILLS:

- Must be able to design and run database queries, exports, and reports.
- Must be computer-proficient and well-versed in Blackbaud/Raiser's Edge/Raiser's Edge NXT, Wealth Engine, MS Office Suite, Excel, and the internet.
- Must be able to generate and format summary, statistical, and presentation reports.
- Must be able to adapt to changes in technology and demonstrate application of changes.

- Must be detail-oriented and accurate.
- Must have excellent organizational skills.
- Must be able to work independently as well as part of a team.
- Must be able to communicate effectively both orally and in writing.
- Must be able to type 40+ WPM.

SUPERVISORY RESPONSIBILITIES:

- The DBM supervises the advancement associate and alumnae programs coordinator of the Institutional Advancement office for the purpose of inputting and changing basic constituent info (e.g., names, addresses, and personal/family/business information) and running basic queries in the database.
- Additional supervisory tasks may include monitoring the completion of mail-out projects and mail-merges.

EQUIPMENT TO BE USED:

- Computer
- Printer
- Fax
- Copier
- Telephone
- Calculator

TYPICAL PHYSICAL DEMANDS:

- Must be able to sit, on-and-off, for most of the work day.
- Must be able to lift small- and medium-sized boxes (5-25 pounds).
- Must be able to work with a computer and keyboard for most of the day.
- Must be able to perform moderate physical tasks related to event set-ups and file/material organization.

TYPICAL MENTAL DEMANDS:

- Must be able to perform simple math calculations.
- Must be able to review charitable gifts to the school and analyze how these will be recorded appropriately in the database.
- Must be able to produce and understand financial reports in order to coordinate with the Business Office, school president, and other staff.
- Must be detail-oriented and able to focus on a very high volume of individual data on an hourly basis, e.g., constituent names, addresses, phone and email numbers, business and educational information, all details related to charitable gifts to the school, etc.

WORKING CONDITIONS:

- Works in an individual office but in coordination with various staff.
- Must be able to make regular daily visits to other offices on campus for meetings, staff communication, and use of office equipment as needed.
- Must be available to work some evenings and weekends as needed for special events such as the alumnae reunion and annual benefit auction.
- May be required to run occasional errands by car.