

## **JOB DESCRIPTION: Database Manager**

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<b>Department:</b>	Finance & Administration
<b>Reports To:</b>	Director of Database
<b>Recruited By:</b>	Director of Database
<b>Approved By:</b>	Vice President of Finance and Administration
<b>Status:</b>	Full-Time
<b>Classification:</b>	Exempt

### **JOB SUMMARY**

The Database Manager is a pivotal role responsible for being familiar with the organization's primary databases. The Database Manager job is to lead data implementation projects from the discovery phase into training of staff. The job of the Database Manager is to lead database procedures with excitement and a well-rounded knowledge of how data is captured.

### **ESSENTIAL DUTIES AND FUNCTIONS**

- Assist and/or lead data implementation processes.
- Learn and become familiar with all the organizations primary databases.
- Work with the Database Director to conduct discovery projects for new databases as needed.
- Run system updates and/or reports to help maintain and keep databases up to date.
- Assist in creating and maintaining manuals for various databases.
- Become familiar with monthly and special reporting processes, and act as back up when needed.
- Assist in administrator duties such as setting up and training new employees, unlocking accounts, etc.
- Work with the Director of Database to provide creative resources to all areas of the organization as we grow to help One More Child.
- Design and maintain protocol for establishing new databases.
- Maintain personal and professional growth and development through seminars, webinars, workshops, books, software, publications and/or professional affiliations to keep current with legal issues and the latest trends in the field of fundraising.
- Preserve the confidential nature of all work.
- Participate actively to assure compliance in assigned areas of responsibility.
- Perform other duties as assigned

#### MINIMUM QUALIFICATIONS

- Bachelor's Degree required with Database experience preferred
- Proficient in Microsoft Office, specifically Word, Excel and Outlook
- Experience in Raiser's Edge, Extended Reach, or Compliance Bridge is preferred but not required

#### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Presents him or herself outside the organization in a manner in keeping with the organization's core values and guiding principles, specifically as a Christ follower, has a passionate call to help children, is emotionally committed, is genuinely compassionate and has a humble willingness to serve
- Ability to maintain confidential employee, client and organization information
- Dependable, highly motivated self-starter
- Detail oriented, highly organized and able to handle a variety of tasks and responsibilities in a timely and efficient manner with a high level of quality and accuracy
- Effective communication skills, both oral and written
- Ability to understand and follow oral and written instructions, meet deadlines and work independently and as part of a team
- Ability to build effective professional working relationships internally and externally
- Ability to solve daily problems by analyzing situations, determining appropriate next steps and implementing
- Ability to maintain a positive attitude that promotes constructive resolution of problems and concerns
- General knowledge of standard office practices and office equipment

#### SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

## PHYSICAL DEMANDS

**These physical requirements are not exhaustive and the Company may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents and equipment).

## WORK ENVIRONMENT

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Job functions are performed in a normal office environment.

*I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.*

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_