

## **Director of Database Development and Management**

Title: Director of Database Development and Management  
Hours: Full-Time/40hr  
Reports to: CFO  
Date: July 1, 2021

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### **PURPOSE OF POSITION**

The Director of Database Development and Management, housed within the Finance Department, directs and manages the structure, coding, integrity, maintenance, and administration of the organization's 50,000+ record relational database, an integrated donation portal and donor portal database, as well as the integrated CRM module. This position directs all training in data entry and database functions, for all staff, and consults closely with other departmental directors to continuously assess staff data needs, improve data-use accuracy and efficiencies, and create and implement applicable data-use procedures. This position oversees and assists with gift processing and Alliance-wide tax receipting for eligible giving. This position is responsible for the organization's central IT administration, including hardware and software licensing, maintenance, and upgrades. There is extensive cross-functionality with all departments.

### **DUTIES AND RESPONSIBILITIES:**

- Manage and oversee the structure, maintenance, coding, and administration of the organization's 50,000-record donor, fund, and grantee relational database
- Structure and manage donor and fund association relationships
- Coordinate new data development, ensuring consistency and integration with existing data
- Analyze, determine, structure, and monitor data relationships, affiliations, associations, and coding, for appropriate, consistent, and accurate data output and reporting
- Identify, establish, and maintain database-use system standards and procedures to ensure database integrity and accuracy
- Structure identification and coding of donor prospects, following top-level strategic plan
- Design and implement best-practice procedures for data queries
- Provide mailing lists and manage campaign coding for all direct appeal mailings
- Generate recurring donor-giving and donation reports for use by Development
- Where possible, convert recurring query requests into staff-accessible reports
- Provide instruction, guides, and training to all staff on data entry, use, and reporting
- Manage standard use of CRM module of database, to include all training and reporting
- Manage and execute proper, accurate, and timely receipting for all eligible gifts
- Oversee online donation and auto-receipting functions, and standardize coding of gifts
- Coordinate and manage bi-annual fund report mailings
- Finalize and maintain relational coding for all endowment funds
- Develop and implement system user setup, permissions, and removal procedures
- Identify opportunities for improved systems and database use across the organization
- Act as lead for organization's IT maintenance and licensing requirements and upgrades
- Coordinate with other Departments to understand interrelated data needs and enable cross-functional use of database and data for all applicable organizational purposes
- Fulfill special projects as assigned

## QUALIFICATIONS

- Bachelor's degree and 3 to 5 years of experience working within a relational database.
- Outstanding attention to detail and demonstrated ability to perform complex work carefully, accurately, and efficiently
- Demonstrated ability to learn new technologies rapidly and with enthusiasm
- Demonstrated professionalism and ethical standards for handling confidential constituent information
- Working understanding and practical and professional knowledge of nonprofit development, finance, and communications activities and standards
- Ability to demonstrate creative and critical thinking, advanced problem solving, and troubleshooting acumen
- Excellent, clear, and adaptable communication skills, both written and verbal.
- Proven ability to manage multiple projects and tasks simultaneously and independently, as well as to work as an integral, productive member of a team
- Ability to effectively present and provide clear information and instruction on complex tasks and concepts