Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

FUNCTIONAL JOB TITLE: Database Manager

DEPARTMENT: Finance & Administration

REPORTS TO: Chief Financial Officer

FOR HUMAN RESOURCES ONLY

FLSA EXEMPT: Exempt

November 2021

AUTHORIZED BY:

Essential Functions:
• Manage and maintain donor information in CRM database (Andar) with a focus on data integrity.
• Manage processing of all gifts via mail, credit card, online, wire and stock transfer.
• Process daily bank deposits and credit card donations.
• Train and support staff in utilization of the Andar database for updating donor information and generating ad hoc reports.
• Produce reports for resource development projects, including mailings, special events, management and board reports, acknowledgements and other related activities.
• Generate accurate financial and analytical reports; assist with developing and implementing policies to guide gift entry, ensure that the database accurately captures donor gift information; develop reports to validate gift data and correct anomalies as needed.
• Track outstanding pledges and produce pledge reminders as appropriate.
• Work with the finance team to ensure all gifts and payments are recorded accurately.
• Other duties as may be assigned from time to time.

Qualifications

Education and experience:
• Bachelor’s degree
• 3-5 years’ experience using and managing donor database systems.
• Minimum of 3 years relevant work experience in non-profit industry desired.
• Experience in database analysis and project management.
• Knowledge of fundraising policies, tax, and regulatory guidelines.
Skills:
- High degree of proficiency in the use of financial software applications including Excel and Word; knowledge of Financial Edge and Raiser’s Edge a plus.
- Effective oral and written communication skills, including the ability to interface with various levels of management.
- Must be detail-oriented and be able to work in a meticulous, thorough, and precise manner.
- Must possess the ability to assume non-routine tasks and to take initiative where appropriate.
- Must possess a strong follow-through on all projects, ability to bring projects to timely completion.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships.
- Ability to work in a fast-paced environment.

Benefits Overview:
UWLI offers attractive compensation with comprehensive benefits including: Medical, 401k Retirement Plan with discretionary Match.

To apply:
Please send resume and cover letter with salary requirements for consideration to afullington@unitedwayli.org.