



## Position Description

<b>Campus</b>	Chaminade Hall <input type="checkbox"/> Chatsworth MS <input type="checkbox"/> West Hills HS
<b>Department</b>	Advancement
<b>Position Title</b>	Database Manager
<b>Supervisor Title</b>	Director of Development, Major and Planned Giving
<b>FLSA Status</b>	<input type="checkbox"/> Exempt (Salaried) <input checked="" type="checkbox"/> Nonexempt (Hourly)
<b>Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Intern <input type="checkbox"/> Per-Diem (as needed)
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>If Supervisory, please note the positions supervised:</b>	

### Position Summary:

Under the direction of the Director of Development Major and Planned Giving, the Database Manager provides database management and administrative support to the Advancement Office in the areas of constituent management, gift reporting and acknowledgment, prospect identification, and tracking of cultivation, solicitation, and donor stewardship activities for all fundraising campaigns and advancement initiatives. Additional duties include supporting the functions of annual, major gift and capital campaigns as well as special events, volunteer management, marketing, and gift recording and donor acknowledgement.

### Duties and Responsibilities:

- Supports the philosophy, principles, and characteristics of Marianist education. Assures quality services to students, faculty, staff, parents, outside organizations, and the community.
- Manages the integrity, administration and processes of the advancement database (Blackbaud Raiser's Edge NXT) and ensures all information and records are accurate and up-to-date.
- Assists staff in running reports in support of advancement activities. Provides statistical data to assist in monitoring fundraising activities.
- Creates lists, reports, labels, name tags, etc. to proactively meet advancement needs. Prepares routine and special queries for reports and event assessments. Audits and confirms accuracy of lists.
- Accurately enters and processes all charitable contributions into Blackbaud Raiser's Edge NXT, produces receipts and acknowledgement letters per department policy. Reconciles all gifts with the Business Office.
- Tracks outstanding pledges and monitors pledge payment activity and reminders. Reports activity to vice president of advancement or director of development and others as necessary.
- Assists members of the Advancement Office with the planning and execution of special events, committee meetings, reporting to the Board of Directors, meetings, etc. Position Description



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- Works closely with the Registrar's Office and the Business Office to ensure that all student and family information is accurate and up-to-date in the Raiser's Edge database. Works with the Registrar's Office and the Business Office to ensure uniformity and consistency of data entry across the departments. Coordinates Blackbaud product integration and upgrades as necessary.
- Provides documentation and reports for annual Business audit
- Generates the year end annual report and DASL report
- Uses National Change of Address (NCOA) and Address Accelerator to routinely examine and update current data records to ensure data accuracy.
- Assists the director of development with donor prospect research and fundraising profiles.
- Maintains all prospect and donor files.
- Performs other related duties as assigned.

### Minimum Education and Experience:

- Bachelor's degree
- Minimum of two (2) years of experience in development, advancement, or related field
- Prior experience managing a donor records database preferred
- Experience with Blackbaud Raiser's Edge NXT is strongly preferred
- Experience with GiveSmart and Boost My School software is preferred.

### Skills and Knowledge:

- Passion for Chaminade's mission (see About Chaminade)
- Conscientious in execution of duties with a strong attention to detail
- Proficient user of Blackbaud Raiser's Edge NXT database
- Proficient user of Microsoft Office programs, especially MS Word, Excel, and Outlook
- Knowledge of and ability to maintain an information database
- Strong writing and research skills
- Strong organizational, administrative, and time management skills
- Strong communication skills, both written and oral
- Strong office skills used in daily correspondence, including spelling, punctuation and grammatical skills, and the ability to proof and edit work
- Maintains a results-oriented mindset to effectively work with staff and constituents at all levels



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- Ability to work and engage productively with volunteers, donors, alumni, students, and other departments within the school 3
- Ability to work both independently without close oversight, but also as a member of a team
- Ability to understand instructions in order to do assignments correctly and thoroughly
- Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner
- Ability to maintain confidential office information, including donors, contributions, and all constituent information
- Ability to assume responsibility without direct supervision, exercise initiative and judgment; to prioritize and organize workload to complete assignments in a timely manner, and to make decisions within the scope of assigned authority
- Commitment to continued professional growth and development in order to maintain and upgrade relevant knowledge, skills, and abilities

### Licenses and Certifications:

- Virtus Training Required
- Workplace Harassment Training Required
- First Aid and CPR Training Required



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### Physical Requirements:

Physical Demand	Amount of Time			
Based upon an 8-hour shift	Not Required	Less than 3 hours	6 hours or less	6 hours or greater
Stationary Position				X
Move or Traverse			X	
Ascend or descend			X	
Position Self				X
Hand Dexterity				X
Ability to Communicate and Exchange Information				X
Ability to identify, recognize, judge, observe and inspect				X
Exposure to extreme temperatures, inclement weather, rain, cold, heat and humidity		X		
Exposure to dust or contaminants		X		
Ability to operate machinery and/or power tools	X			
Exposure to noise		X		
Ability to move, transport position objects under 10 pounds		X		
Ability to move transport position objects greater than 10 pounds but less than 25 pounds	X			
Ability to move, transport or position objects greater than 25 pounds but less than 50 pounds	X			
Ability to move, transport or position objects greater than 50 pounds but less than 75 pounds	X			
Ability to move, transport or position objects greater than 75 pounds but less than 100 pounds	X			
<b>Facilities Only</b> – Color Vision: Ability to distinguish colors when working on electrical	X			



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