

## Database Administrator and Donor Research Analyst

Tidewater Community College invites applications for the position of Database Administrator and Donor Research Analyst.

The largest provider of higher education and workforce development services in Hampton Roads, TCC serves some 35,000 students annually. With four campuses and regional centers for the visual arts, performing arts, health professions, advanced technology, and automotive technology, TCC is a comprehensive institution offering more than 150 programs, including a full complement of college transfer and career and technical education, workforce training and development services, and general community enrichment and outreach.

The Database Administrator and Donor Research Analyst meets two major needs of the TCC Educational Foundation to ensure the success of the major gifts campaign and other fundraising initiatives. First, the position is the primary resource for the management of the Raiser's Edge database. The database tracks contributions and pledges from individuals, organizations, corporations and foundations; stores contact and historical information of constituents; serves as the TCCEF and Alumni Relations relationship management system; and serves as a marketing and fundraising tool for the TCCEF, Office of Development and Office of Alumni Relations.

The incumbent ensures the effective and efficient fulfillment of these functions by maintaining the integrity and accuracy of the database through data input and output, technology management, end-user training, compliance and inter-departmental support. The position, through the development of reports, queries, and mailing lists, provides project and administrative support to fundraising staff. Although the position reports to the Executive Director (ED) of the TCC Educational Foundation, its duties and responsibilities extend to the Chief Development Officer (CDO).

Second, but no less important, is the incumbent's role in conducting comprehensive research to identify new donor prospects and update existing ones. Research includes identifying donor prospects, evaluating capacity, and developing in-depth briefing materials. A complete position description including a listing functional responsibilities is available at <https://jobs.tcc.edu>.

**QUALIFICATIONS:** Knowledge of fundraising software, preferably Raiser's Edge, and demonstrated ability to provide a comprehensive and strategic use of software. Demonstrated accuracy in data entry, gift entry, reports, mailings, events, queries, importing and other functions. Proficiency with databases, spreadsheets and word processing applications. Ability to comprehend, develop and create written protocols and procedures. Knowledge of basic principles of accounting, budgets and gift processing. Ability to independently prioritize workload and anticipate and meet deadlines in a multi-project, highly deadline-driven environment. Ability to handle confidential material with integrity, discretion and security. Ability to interact positively with other departments and personnel. Ability to work collaboratively and strategically on problem solving. Ability to perform comprehensive internet research and analysis on

donor prospects. Ability to pay attention to detail, especially in documentation and reporting. Advanced experience of database management, preferably with Raiser's Edge. Experience in donor relations, preferably in a college/university environment. Experience with 501©(3) gift entry best practices. Experience with data clean up and collection/research. Bachelor's degree from a regionally accredited college or university or equivalent experience (preferred).

**SALARY:** Expected salary range of \$36,000 - \$45,000. Actual salary will be determined based on individual qualifications and experience with consideration for internal alignment factors. The college offers an excellent benefits package.

**APPLICATION PROCESS:** Potential applicants are encouraged to review the complete position description and qualifications on the college's Web site at <https://jobs.tcc.edu/postings/3150> prior to applying. A complete application package will include a cover letter addressing the applicant's qualifications for the position and a current résumé. All applications will be submitted online through the college's website at <https://jobs.tcc.edu> .

All TCC positions require satisfactory completion of background checks prior to employment. This position is contingent upon availability of funding.

**Tidewater Community College is an EEO/AA employer and is strongly committed to achieving excellence through cultural diversity. The college actively encourages applications by and nominations of qualified minorities, women, disabled persons, and older individuals.**