Database Manager
JOB ANNOUNCEMENT

Job Title: Database Manager
Reports To: Director of Data and Operations
Department: Finance and Administration
Average Hours Per Week: 40
FLSA Status: Exempt

Rose Community Foundation seeks a Database Manager to serve as the primary administrator for assigned enterprise applications and to support the broader technology needs of the Foundation. The position assists in developing and implementing best practices around technology, data, and system utilization and serves as the primary administrator for the Foundation's core database.

ABOUT ROSE COMMUNITY FOUNDATION
Rose Community Foundation strives to advance inclusive, engaged and equitable Greater Denver communities through values-driven philanthropy. The Foundation envisions a thriving region strengthened by its diversity and generosity, and it utilizes the varied tools at its disposal – grantmaking, advocacy and philanthropic services – to advance this aspiration.

Since its founding in 1995, Rose Community Foundation has granted more than $327 million to nearly 2,000 nonprofit organizations and initiatives in the seven-county Greater Denver area. The Foundation has $330 million in total assets under management, with annual grantmaking of nearly $25 million. The Finance and Administration team works at the cross-section of the Foundation's grantmaking and donor services work, providing cross-departmental support and powering the systems and processes that enable its community impact. The Database Manager serves as the primary administrator for the Foundation's enterprise system – Foundant Technologies' CommunitySuite – and supports the Foundation's broader technology needs through technology management, maintenance, and user support.

PERSONAL CHARACTERISTICS
The ideal candidate will thrive in a mission- and values-driven, fast-paced, multi-faceted work environment. They will be eager and quick to master new applications and systems. Their enthusiasm for our technology tools will be contagious, and they will be both effective and gracious in teaching others how to use those tools to carry out their respective roles. Deep curiosity for how things work and "the why" – both from a technical perspective as well as a programmatic standpoint – is essential. With a mind for data and databases, they will enjoy thinking about how data should be gathered, organized, extracted, and utilized and take pride in developing processes that help the Foundation carry out its programs and initiatives with greater effectiveness, efficiency and creativity. A technology generalist, their broad technology skill set will also enable them to support the various technology needs of the Foundation.

A team player who provides excellent internal customer service, they will thrive when collaborating with colleagues on data reporting projects or helping to creatively solve problems through the system. Strong communication skills will enable them to effectively train team members, document processes and correspond with vendors. Collaborative, curious, detail-oriented and highly organized, they will find personal and professional alignment with our mission to advance inclusive, engaged and equitable Greater Denver communities.

They must be accountable and responsive, as well as effective at working independently and managing their own time. Self-awareness, humility and humor, empathy, and personal and professional integrity are key attributes of all members of our team, as are flexibility and the ability to thrive in an evolving organization. The Database Manager will contribute to a positive work environment, consistently demonstrating the Foundation's culture and values of equity, justice, diversity and inclusion, empathy, generosity, community, and transformation through collaboration.

DUTIES AND RESPONSIBILITIES

- Serve as the primary administrator for CommunitySuite, including the internal user interface as well as the external-facing Fundholder and Online Donation Portals
- Develop and implement effective, accurate, and efficient Foundation-wide database usage practices and procedures, and assist departments in maintaining policy and process documentation
- Be the in-house expert on our database, providing training, support, troubleshooting, and partnership to peers and teams
- Foster a community of users across the staff who understand how to use and maintain the database
- Lead a cross-departmental team of "power users" responsible for developing and maintaining systems and processes, sharing best practices, providing training and support and overseeing database maintenance within their respective teams
- Manage all ongoing database maintenance and upkeep activities, including managing permissions and conducting data hygiene activities to enhance and sustain data integrity and health
- Build new customer relationship management functions of the database
- Liaise with database vendor(s) for support needs, beta testing and product releases, and providing feedback on product fixes and enhancements, and communicate information to appropriate team members
- Recommend improvements to enhance functionality, efficiency, security and accessibility across the Foundation's technology tools
- Provide exceptional customer service to colleagues to understand organizational data and technology needs
- Create and export mailing lists, reports, and other data extracts across departments
- Provide assistance in all technology-related projects for the Foundation
- Assist in coordination and oversight of any outside information technology projects and communicate with technology vendors as needed
- Provide redundancy for all technology functions overseen and performed by the Office Manager
- Other duties as assigned

SUPERVISOR RELATIONSHIP
The Database Manager reports to the Director of Data and Operations and is a member of the Finance and Administration department. The Database Manager does not have administrative support or direct reports.

QUALIFICATIONS, EXPERIENCE AND SKILLS
Required
- At least 3-5 years of professional work experience, with significant experience in database management and/or information technology
- Experience in application management including relational database concepts, principles, structures and applications
- Familiarity with a range of typical office software and hardware
- Knowledge of database and data management best practices

- Highly skilled with Microsoft Office Suite (Excel in particular), Microsoft Teams and other videoconference platforms
- Grasps new concepts and masters new skills, systems, and processes quickly
- Experience with troubleshooting hardware and software and providing end-user support
- Detail-oriented and analytical with strong critical thinking skills and ability to effectively synthesize, analyze, and visualize data
- A team-player and self-starter, able to work well collaboratively and independently
- Experience contributing to, and supporting groups through, multifaceted projects
- Demonstrated ability to plan, prioritize, follow through, and track multiple work streams under deadline
- Excellent verbal and written communication skills both one-on-one and in meetings, correspondence, and formal work products
- Commitment to excellent customer service to colleagues and other stakeholders
- Proven track record of working effectively across different settings, communities and issues – with people of diverse backgrounds, perspectives and cultures
- An understanding of – or willingness to learn about – diversity, equity and inclusion (DEI) principles and practices and a commitment to incorporating them into internal and external work
- Commitment to the Foundation's core values and culture

Preferred:
- Bachelor's or Associate's degree or equivalent life and work experience
- Working knowledge of Foundant CommunitySuite and Grant Lifecycle Manager, PowerBI/Tableau, SharePoint
- Strong information technology background
- Familiarity with philanthropy and the nonprofit sector
- Knowledge of the Greater Denver community and nonprofit landscape

SALARY & BENEFITS
This full-time, exempt position's hiring range is $50,000-$67,000, commensurate with background, experience, and sector benchmarks. Rose Community Foundation offers a competitive benefits package including employer-supported health, dental, vision, and life insurance; short- and long-term disability coverage, a 403(b) retirement plan (including an annual employer contribution after one year of employment), flexible spending account, employee assistance program (EAP), generous paid time off including holidays, professional development opportunities and a matching gift program.

WORKPLACE
Brand-new office with a collaborative environment located in a building with a café, gym, secure indoor bike parking, covered employee parking, and convenient access to parks and trails. Due to the COVID-19 pandemic, Rose Community Foundation's physical office is currently closed, and all employees have been working remotely as a health and safety precaution since March 2020. Now that our staff is fully vaccinated, we will return to full-time in-person operations in our office in mid-June before this position is filled. The Foundation expects all team members to be fully vaccinated against COVID-19.

HOW TO APPLY
Submission deadline is **5:00 p.m. on Wednesday, June 9, 2021**. Interested candidates should email their cover letter and resume to **search@rcfdenver.org** with the subject line "Database Manager." No phone calls or additional email messages please.

DIVERSITY, EQUITY AND INCLUSION
Rose Community Foundation believes in the importance of diversity, equity and inclusion (DEI). The Foundation is committed to equal employment opportunities and prohibits the unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender identity or any other characteristic protected by federal, state or local law.