

**DESERT COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE DESERT FOUNDATION**

**DATABASE MANAGER**

**BASIC FUNCTIONS:**

Under the direction of the Executive Director of the Foundation or assigned supervisor, the Database Manager is primarily responsible for the overall management and integrity of the alumni, college, community and donor database. This position is a key member of the College's Advancement team and supports the fundraising, alumni relations, and prospect research needs of the department. The Database Manager leads data collection efforts as well as managing the systems, which support this work. This position also compiles and prepares research intelligence on key internal and external relationships including alumni, donors, volunteers, and corporations.

The Database Manager is responsible for managing all aspects of the donor database from data entry and gift processing to advanced queries, reporting and exporting. Core functions include oversight of gift and constituent data entry, updating and maintaining protocols for data input and integration, prioritizing analysis and reporting, (generating solicitation downloads, etc.) and generating fundraising reports for the Foundation, College staff, and the Foundation Board of Directors.

**REPRESENTATIVE DUTIES**

*The duties listed below are representative of the essential functions of the position.*

1. Enters data and ensures integrity for advancement functions, with a special emphasis on donor/fundraising data. Ensure initiatives align with Foundation-wide data-related objectives.
2. Work in cooperation with Executive Director, Foundation Accountant, and fundraising staff to ensure data integrity and management of key relationships.
3. Integrate data systems and individual record keeping with a goal of capturing all Foundation data in the database of record including data syncs between communications and event platforms, meetings, grant management, resource development, finance, etc.
4. Works with internal and external stakeholders to assure timely and accurate data entry, and to prioritize and deliver analytics and reporting needs.
5. Serves as the main point of contact for all database applications and provide training and support for Advancement staff members.
6. Serves as a "power user" of database, leading staff on constituent record maintenance, data extraction, innovative uses for efficiency and effectiveness, and building annual and campaign-specific structures.
7. Manages daily gift processing, process pledges and pledge payments, and send pledge payment reminders.
8. Performs weekly, monthly, quarterly and annual database clean-up. Establish regular "database health-checks" to ensure a clean database.
9. Schedules data imports as needed to update donor records to include event attendance, volunteer activity, appeals, community engagement and other critical information.
10. Maintains the database to ensure accurate, updated, and relevant information.
11. Develops and implements plans and procedures to improve the integrity and use of the database, including but not limited to, wealth engine screening and data append services.
12. Processes all gifts from individuals, corporations, foundations, and organizations in a timely manner; produce donor acknowledgment letters and receipts; organizes and maintains all gift documentation and hardcopies of donor files.
13. Coordinates monthly reconciliation and annual audit requests with the Finance Office.
14. Manages coding of appeals and solicitations, event attendance, affinity groups, and relevant notes.
15. Develops reports, queries, and lists from the database for fundraising initiatives and for reporting purposes.

16. Supports events by processing gifts, documenting attendance, and providing staff support at events as requested.
17. Assists with ongoing development and improvement of alumni and community/industry partners' records.
18. Conducts comprehensive prospect research on prospective corporations, foundations, and individual donors.
19. Plans, organizes, arranges, and attends appropriate meetings, trainings, and staff development activities to ensure currency with ideas, research and practices in assigned areas of responsibility.
20. Participates in state and regional organizations and meetings to promote the District and community college education.
21. Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

Principles, ethics and practices of fundraising. A desire to develop a foundational understanding of advancement and an appreciation for the importance of donor relations information management; fundraising software and proficiency in basic workplace software, including Microsoft Office Suite; importing, executing global changes, and managing table codes

### **Ability to:**

Effectively project management skills, including setting and meeting deadlines; manage multiple projects simultaneously; excellent organizational, analytical, and problem-solving skills; time management skills; balance multiple duties and tasks efficiently and effectively; produce all reports in a timely manner; work independently with little direction; work cooperatively with college administrators, faculty, staff and community representatives to further the mission of the College; strong attention to detail and a high degree of accuracy; thorough, organized and detail-oriented approach to all assignments and work; communicate effectively both orally, in writing to exchange information; analyze situations accurately, and adopt an effective course of action; exercise tact, originality, and resourcefulness; professional demeanor and effective interpersonal and verbal/written communication skills; flexible, detail oriented and able to prioritize; exercise tact and diplomacy in dealing with sensitive or confidential matters; demonstrate a sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, gender identification, academic, socio-economic, and disabled populations of community college students and the public.

## **EDUCATION AND EXPERIENCE**

Associate's degree from an accredited institution. Five (5) years of progressively responsible experience in donor record maintenance and processing; database development, management, administration, major gifts databases and confidential information; nonprofit/fundraising software; data migration to/from Raiser's Edge and/or other software overlays; OR an equivalent combination of education and experience.

## **DESIRABLE QUALIFICATIONS**

Experience in a nonprofit, human services or education setting; experience in creating and utilizing an RFP process for selection of a data base system and migration of data from existing to new system; and/or month-end reconciling with Finance and experience with annual audits.

## **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

## **WORKING CONDITIONS**

Environment: Office environment. Sitting for extended periods of time, pushing and pulling, and visual acuity.

The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Frequent interruptions. Some weekends and evening required. Driving a vehicle to conduct work as necessary.

**EMPLOYMENT STATUS**

Classified Supervisor

College of the Desert Foundation Leadership Salary

Schedule: Row VI

Board of Trustees Approval: October 31, 2019