

Job Description

Job Title: Donor Database Administrator

Department: Advancement

Job Category/ FLSA Status: Administrative/Non-Exempt

Accountability: Executive Director of Advancement

Authority: NA

Position Description:

The Database Administrator is responsible for accurate gift data entry, reporting, financial monthly reports, data integrity, maintenance of constituent records, detailed reporting & analysis and providing information on increasing the donor giving/base. The position will be responsible for providing full service data support for Advancement to execute annual fundraising goals and comprehensive campaign goals with data driven strategies.

Major/Essential Functions:

- Manages Raiser's Edge database, ensuring the proper maintenance of donor information-notes any changes in donor information or demographics.
- Assists the Exec. Director of Advancement in aspects of administrative support- including acknowledgments, drafting and editing correspondence, and projects related to special events, communications, and grants.
- Maintain accurate electronic files and records on donors, events and other fundraising appeals.
- Prints acknowledgement letters for gifts (by donors) within a timely manner.

Duties/Responsibilities:

- Oversees the design and production of reports (financial and donor) and lists that drive effective prospect management and analysis.
- Processes all matching gifts and ensures accurate payments from the designated companies.
- Provides monthly reports of gifts, for proper reconciliation for the President, Chief Financial Officer and Exec. Director of Advancement.
- Assists with direct mails & email blasts.
- Monitors department progress toward established goals provide routine queries as needed by the Executive Director of Advancement.
- Creates target mailing lists for events, communications, and donor solicitations.
- Maintains records with pledges, update contact info, and historical information.
- Processes incoming mail /gifts.
- Provides research and background information, as needed, for grants, special events and major donor calls.
- Assists with reports, slide presentations and power points.
- Performs related duties as required.

Qualifications:

Required:

- A minimum of two years of related experience in a database administrative position including nonprofit and fundraising.
- Demonstrated proficiency in Raisers Edge/NXT database administration and Microsoft Office tools, etc.
- Ability to assess problem situations, regarding the database and record keeping, to identify causes and gather /process information for resolution.
- Be a committed Christian and in good standing with a local church.
- Be in complete agreement with the doctrinal position of the college by signing the CBS doctrinal statement without reservation.

Skills/Knowledge:

- Proficiency in Raiser's Edge donor management software data management, queries and reports.
- Effective communication skills, which include written and verbal.
- Ability to assist in developing a metric system and to present subsequent reports.
- Ability to solve practical problems and deal with a variety of concrete variables in situations.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram form.
- Proficiency in Microsoft Office 365 tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn new RE/NXT software and systems.
- Ability to train system users on new modules and updates for RE/NXT.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Process of gifts and donor related transactions in accordance with defined timelines.
- Provides accurate reporting, statistical analysis and reports.
- Additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

- Employee must communicate in person, by telephone and via electronic correspondence.
- Employee may be required to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Typical administrative office environment

Security Sensitive: Yes

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