



## **JOB DESCRIPTION**

**TITLE:** Director of Database Operations

**DATE:** August 2022

**DEPARTMENT:** Data Operations

**SUPERVISOR:** Chief Operating Officer

**FLSA Classification:** Exempt

**SUMMARY:** Accurately manage daily gift deposits to the Scholarship Foundation including analysis and processing of daily batches of gifts \$1,000 and above in Raiser's Edge; gift receipts, posting control reports and batch reports in accordance with Scholarship Foundation's Gift Acknowledgement policy; primary contact for data analysis, queries, reports; and add new data to database while maintaining data integrity. This position works closely with the Development, Communications and Investor Relations, and Finance departments and with the Chief Operating Officer managing all gift data and reports. In addition, responsible for the accurate and timely input of weekly gift deposits as well as ensuring that the acknowledgement process is followed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Gift Processing:**

- Accurately input and process all gifts \$1,000 and above received (mail, Luminate, Online Express, and events) in a timely and accurate fashion; evaluate, sort, and total all donations made to the Scholarship Foundation daily in order to create daily gift batches, including coding of revenues;
- Manage and oversee gift analysis and entry procedure and process daily gift batches in a timely and accurate manner to adhere to Scholarship Foundation's receipting/acknowledgment policy;
- Ensure appropriate campaign, fund, or appeal for each gift received is identified and managed according to Scholarship Foundation acknowledgment process criteria;
- Create, implement, and monitor compliance of protocols for gift entry into The Raiser's Edge and The Financial Edge programs;
- Oversee balancing of gift accounts with Finance Department;
- Oversee accuracy of tax receipts in compliance with audit standards.

#### **Database Administration:**

- Add new constituent records to the database as needed, analyze information and populate all appropriate data fields where information is available;

- Organize, coordinate and maintain the integrity of filing and database system;
- Collaborate with accounting staff on reconciliations of data between systems;
- Collaborate with Development and/or Finance to create financial and fundraising performance reporting tools to allow for strategic tracking of fundraising efforts;
- Develop and execute institutional queries and reports for review and analysis of donor gift data and requested donor statistical information;
- Establish new scholarships in The Raiser's Edge and The Financial Edge databases and maintain accurate naming and reporting standards.
- Perform ongoing maintenance of The Raiser's Edge database for identification of duplicate records, inactive or obsolete reports and queries;
- Maintain the structure of attributes, code tables, business rules and other set up functions;
- Process bi-weekly student payment information from The Financial Edge into students' Raiser's Edge records;
- Maintain the structure of attributes, code tables, business rules and other set up functions
- Assist COO with vendor relationship management with Blackbaud;
- Perform related duties as assigned.

**Training:**

- Oversee the training of new staff on The Raiser's Edge and other database-related software;
- Remain current on trends in best practice database management; particularly related to Blackbaud, the non-profit sector, and donor and scholarship related topics.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree
- Minimum of five years' experience with database management, familiarity with Blackbaud software

**REQUIRED SKILLS AND ABILITIES:**

- Must possess a passion for the Marine Corps Scholarship Foundation;
- Working knowledge of Blackbaud, Raiser's Edge and Financial Edge database software;
- Strong skills in Microsoft Office software (Word, Excel, and Power Point);
- Ability to accurately process gifts, manage data and generate reports; analyze data for appropriate posting; and learn complex data entry codes;
- Knowledge of general bookkeeping principles including financial and statistical record-keeping techniques;
- Solid major gifts understanding and an appreciation of donor relationship management;
- Strong oral and written communications skills;
- Excellent organizational skills;
- Extremely detail oriented;
- Strong analytical skills and ability to present complex data in a succinct, compelling way;
- Team oriented and able to interact with others while using tact, patience, courtesy and respect;
- Self-starter, self-motivated and works well under pressure;

- Ability to understand the needs and priorities of the organization and the department, delegate tasks as needed, and complete tasks in a timely manner;
- Skilled at working on multiple tasks at one time with interruptions.

**WORKING CONDITIONS:**

- Working conditions are normal for an office environment
- Requires working in front of computer for extended amounts of time handling data entry
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