



Job Announcement Database Manager

Job Summary:

The Database Manager serves as the technical expert administering Montana Community Foundation's (MCF) constituent records management systems and donor portal. The Database Manager is responsible for optimizing usage of the constituent record management system in support of MCF's mission. This position provides support to all MCF departments. This position is responsible for ensuring the constituent records management system is accurately configured, data is maintained sufficiently, reports are configured and generated accurately, staff are trained in proper usage, and the Database Management Procedure Manuals are updated.

MCF's mission is to *Create a Culture of Giving so Montana Communities Can Flourish*. This mission is accomplished through a strong team effort that focuses on collaboration, empowerment and professional excellence. MCF places equal emphasis on an employee's skills and an employee's attitude, recognizing the combination of exceptional skills and a positive, respectful attitude make MCF a special environment for its employees and constituents. To that end, our employees must have a positive attitude and engage in constructive and appropriate communication. Employees must treat their employer, its constituents and each other with respect at all times. Each employee is a vital part of MCF's team and plays an integral role in meeting our goals.

Essential Duties, Responsibilities and Expectations:

- Functions as the system expert for Raiser's Edge and the Donor Portal. The Database System Manager must develop a thorough understanding of the structure and inter-relatedness of systems, including the overall health, configuration, and system updates. Conducts regular data audits in all MCF database systems.
- Responsible for processing charitable gifts with the CRM (Constituent Record Management) Software.
- Generates, sends, and electronically files communication with donors, fund representatives, and beneficiary organizations.
- Generates queries and reports from all databases for staff and fund representatives as needed.
- Conducts prospect and donor research in support of the philanthropic enterprise.
- Maintains Data on the Donor Portal, including contributions, grantee organizations, and charitable accounts.
- Communicates with donors via telephone and email.
- Develops and maintains database policies and procedures to properly capture data.
- Ensures staff are adequately trained on RE use prior to being granted access.
- Provide up to 20 hours a month of administrative support to the Funders for Montana's Children.

Education and Experience:

- B.A./B.S. degree or four years' experience working in a related field.
- At least two years of professional experience demonstrating aptitude for technology, data, and customer relations, preferably in a nonprofit setting.
- Experience with CRM database software, particularly Raiser's Edge, preferred.

Competencies:

- Excellent communication (written and oral) and interpersonal skills.
- Proficiency with Microsoft Office, especially Excel, Word and Mail Merge.
- Experience organizing and coordinating multiple projects simultaneously.
- Excellent attention to detail and demonstrated ability to work quickly and accurately with competing demands and time-deadlines.
- Proven and progressively responsible program management skills.
- Ability to think strategically and thoughtfully analyze data.
- Ability to work both independently and collaboratively.
- Ability to master multiple database programs, including Donor First and Raiser's Edge.
- Ability to provide technical assistance to staff and constituents.
- Ability to maintain strict confidentiality.
- Ability to work with diverse populations, interact with and motivate a wide variety of people including MCF board members, volunteers, grant makers, grantees and donors.
- Strong sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation.
- Ability to be nimble to software and system changes and transitions.
- Deep interest in and commitment to the work of Montana Community Foundation.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Salary:

\$35,000 to \$45,000 DOE

Other

- Full-time, exempt position
- Comprehensive benefit package
- This position is based in Helena, Montana
- Excellent attendance and timeliness required
- Reports to Director of Operations and Grants

Application Process: To apply for this position, submit cover letter, current resume and three references to daphne@mtcf.org.