

## **College of Biblical Studies 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:

- 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

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.

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