

Warren Wilson College

Position Description

POSITION: Database Manager

DEPARTMENT: Advancement Services/Advancement

REPORTS TO: Director of Advancement Services

POSITION SUMMARY:

The Database Manager is the keeper of the Advancement Office database, including, but not limited to, updating, maintaining, manipulating, and utilizing the data that is critical to the Advancement Office's operations. One key element of this position is the entering gifts into the database accurately and in a timely fashion. The database manager functions independently under the supervision of the Director of Administrative Services as well as in a service capacity, providing reports and statistics needed by other members of the Advancement Office team.

RESPONSIBILITIES

- Manages database including entering new data, updating existing data, extract data for reports and statistics.
- Verifies and Commits gifts entered into the database. Enters gifts into the database in the absence of volunteer recorders
- Works with the Controller and the Auditors to assure that gifts are properly recorded.
- Tracks outstanding bequests and other planned gifts.
- Maintains an updated data base of alumni, parents, and friends of the College as well as foundations, businesses and churches.
- Prepares lists for various activities of the Advancement Office such as solicitations and invitations as well as for other needs identified by various members of the staff.
- Compiles donor lists for President's Report through extracting data from the database and proofreading the lists.
- Enters Owl & Spade notes into the database.
- Prepares electronic file for Owl and Spade mailings, Holiday party mailings, Planned Giving mailings, etc.
- Responds to requests for information from members of the Advancement Office including constituent lists, directories, envelopes, labels, etc...
- Provides travel related reports for directors upon their request.
- Assists in hard data filing in consistent coordination with electronic database systems.
- Accommodates ongoing alumni and constituent requests for general information.
- Performs other duties in Advancement Office as needed.

WORKING CONDITIONS:

Office environment

QUALIFICATIONS:

- Excellent computer skills, including proficiency with Word, Excel, and Raiser's Edge
- Working knowledge of prospect research and database management systems required.
- Ability to consistently meet deadlines and to communicate effectively with coworkers.
- Bachelor's degree preferred.

This position description is not all-inclusive, as other tasks or responsibilities may be assigned.

