

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION OUTLINE

JOB TITLE: DATABASE MANAGER (FOUNDATION OFFICE)

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for the management of the CF Foundation, CF Alumni and Appleton Museum of Art databases inside Raiser's Edge. Provide training and technical support to all Raiser's Edge users. Also responsible for maintaining and updating the CF Foundation, College Square, and CF Alumni websites. Responsible for the administration of the CF Foundation's web-based software: Constant Contact, PayPal, and PRO. Serve as CF Foundation liaison to marketing department for design support of foundation documents.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Associate degree or equivalent required. Bachelor's degree preferred. Raiser's Edge/database experience preferred. Must have working knowledge in Excel, Access, Dreamweaver or similar web designing software.
2. Years of experience in field: Minimum of two years' experience in database development required.
3. Special skills or abilities related to position: Implements and supports CF Foundation's Fundraising & Development software, the Raiser's Edge. Familiar with standard concepts, practices and procedures within database development. Ability to create and update web pages and familiarity with html codes and linking.

Revised 05/02/16  
Revised 10/22/13  
Revised 10/19/11  
Revised 11/10/06  
Revised 10/24/06  
Revised 07/07/05  
Revised 12/17/04

Special skills or abilities related to position: (Continued)

Basic photo editing skills and ability to upload photos/video files online in appropriate format. Ability to design appropriate collateral materials. Demonstrate good verbal and written communication skills as well as good customer service skills. Ability to work independently and with a team.

ESSENTIAL JOB FUNCTIONS:

1. Manage and oversee all data activities inside Raiser's Edge.
2. Train and support CF Foundation and Appleton Museum Raiser's Edge users on established data entry standards, running basic queries, creating mailing lists, running reports and donor letters.
3. Establish system settings and set security options for different Raiser's edge user groups.
4. Develop and update policy and procedures to protect the integrity and to maintain the quality of the database.
5. Generate requested data, mailing list, reports and analyses to CF Foundation and Appleton Museum staff, college personnel and outside vendors in suitable formats that may require use of complex query or data export.
6. Acquire new alumni data export from IT department after every graduation.
7. Dedupe and import new alumni data to Raiser's Edge.
8. Process, research and update returned mails. Update contact information of key donors and prospects.
9. Act as a liaison between Development and Accounting to coordinate appeal tagging, gift processing, tracking and reporting of development initiatives.
10. Update CF Foundation, College Square, CF Alumni and Appleton websites regularly or as needed.
11. Set up PayPal button for online donations and special events e-ticket selling.
12. Coordinate the processing of online donations with Finance, Development and
13. Special Events Coordinator for proper posting and acknowledgement.
14. Collaborate with college Communications and Web design Manager to ensure proper linkage of Foundation and Alumni web sites to the college main site.
15. Assist in the design and distribution of foundation documents, including e-mail blasts to donors, prospects and alumni. Upload and update e-mails in the Email distribution system.
16. Assist development staff in using Raiser's Edge and PRO for prospect research.
17. Interact with technical consultants and vendors where appropriate.
18. Provide staff with computer-related training and trouble-shooting.
19. Other projects as assigned by supervisor.

Revised 05/02/16  
Revised 10/22/13  
Revised 10/19/11  
Revised 11/10/06  
Revised 10/24/06  
Revised 07/07/05  
Revised 12/17/04

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing. (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Able to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Light (up to 15 pounds) lifting, walking, standing and sitting.

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Foundation Office

SUPERVISOR OF POSITION: Executive Director, Foundation

Revised 05/02/16  
Revised 10/22/13  
Revised 10/19/11  
Revised 11/10/06  
Revised 10/24/06  
Revised 07/07/05  
Revised 12/17/04