

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: DATABASE MANAGER - FOUNDATION OFFICE

PAY GRADE: P-2

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 and other database software such as Microsoft Access. 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 various web-based software. Serve as CF Foundation liaison to the marketing department for design support of foundation documents.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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's degree or equivalent required. Bachelor's degree preferred. Raiser's Edge/database experience is preferred. Must have working knowledge in Excel, Access, Dreamweaver, or similar web designing software.
2. Years of experience in the field: Minimum of two years of experience in database development required.
3. Special skills or abilities related to the 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. Basic photo editing skills and ability to upload photos/video files online in the 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 maintain the quality of all databases managed in the CF Foundation.
5. Generate requested data, mailing list, reports, and analyses to the CF Foundation and Appleton Museum staff, college personnel, and outside vendors in suitable formats that may require the use of complex queries or data export.
6. Acquire new alumni data export from the IT department after every graduation.
7. Dedupe and import new alumni data to Raiser's Edge.
8. Process, research, and update returned mail. Update contact information of key donors and prospects.
9. Adding new donors to Raiser's Edge.
10. Assist with STEPS database as needed including analyzing end-user needs and creating and maintaining relevant queries and statistical reports for STEPS scholarships.
11. Act as a liaison between development and accounting to coordinate appeal tagging, gift processing, tracking, and reporting of development initiatives.
12. Set up a PayPal button for online donations and special events e-ticket selling.
13. Collaborate with college communications and web design manager to ensure proper linkage of Foundation and Alumni web sites to the college main site.
14. 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 e-mail distribution system.
15. Assist development staff in using Raiser's Edge and IWAVE for prospect research.
16. Interact with technical consultants and vendors where appropriate.
17. Provide staff with computer-related training and troubleshooting.
18. Other projects as assigned by the supervisor.

(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 accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).

PHYSICAL DEMANDS (Continued):

- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

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, Ocala Campus

SUPERVISOR OF POSITION: Chief Fiscal Officer, CF Foundation