



*Opening Windows  
to God*

## POSITION DESCRIPTION

<b>Position:</b>	<b>Data Manager</b>
FLSA Status:	Full time, Non-exempt
Reports to:	Director of Development & Donor Engagement
Department:	Development
Date:	August 27, 2024
Location:	Greenwood Village, CO office

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**General Description:** The data manager leads the data team and supports the data needs of development operations and all programs. The data manager is responsible for the maintenance, security, and usability of the organization's data, as well as managing the varied needs of each department, and plays a lead role in a newly established data steering committee. The data manager leads the organization to strategically leverage its data capabilities, including accessing new markets for its programs. This position manages the data & gift specialist and oversees all gift processing functions. This role collaborates extensively with the assistant director – development operations as well as with members of the finance team. The ideal candidate possesses extensive experience working with Raiser's Edge NXT and well-developed interpersonal skills.

### Responsibilities

#### Primary Responsibilities

- Develop and implement database strategies and systems to meet the organization's data requirements.
- Monitor and maintain the health, security, and integrity of the databases.
- Build profiles to aid in the automated import of constituent information to streamline and improve data quality.
- Lead and collaborate with a newly created data steering committee to gather and understand data needs, provide recommendations for database solutions, and generally move the organization forward in its strategic use of data.
- Develop and implement data retention and archiving policies to ensure compliance with regulatory requirements.
- Create and maintain documentation of database systems, including data dictionaries, user manuals, and standard operating procedures.
- Train and support end users in the effective use of database systems, including data entry, retrieval, and reporting.
- Collaborate with the IT team to ensure the integration of databases with other systems and applications.
- Stay up-to-date with emerging database technologies, trends, and best practices, and make recommendations for their adoption.
- Champion change management by helping all departments assimilate a shared understanding of their part in ensuring the organization's data needs are met while also helping them adapt to changes in the organization's data landscape.

### Management Responsibilities

- Oversee and direct the efforts of the data & gift specialist.
- Ensure documentation of all data-related procedures and processes related to data & gift processing.
- Provide backup to the data & gift specialist's duties.

### Other Responsibilities

- Assist the development director with preparation of database management reports.
- Help ensure that redundant data and gift processing capabilities exist within development.
- Support and understand the purpose of Adventure Unlimited and *Guiding Principles and Practices* of Adventure Unlimited staff.
- Participate in other organizational functions, including staff projects, meetings, and conferences.
- Perform other duties as assigned by the development director.

### **Qualifications**

#### Dedication to Christian Science

- Devoted to the study and application of Christian Science and live in accordance with its teachings
- Member of The Mother Church and/or active Christian Science branch church member; class instruction desirable

#### Knowledge/Skills/Abilities

- Proven experience as a database manager, or similar role, with a strong understanding of database management systems and concepts.
- Excellent analytical and problem-solving skills, with the ability to identify, troubleshoot, and resolve database performance and security issues.
- Proficiency in database backup and recovery procedures, as well as disaster recovery planning and execution.
- Experience with database security and access controls, including user management and permissions.
- Strong communication and interpersonal skills, with the ability to collaborate and effectively communicate technical information to both technical and non-technical stakeholders.
- Ability to prioritize and manage multiple tasks and projects simultaneously, while meeting deadlines.
- Strong understanding of data privacy and protection regulations.
- Acute attention to detail.
- Understanding of the importance of maintaining donor privacy.

### **Education/Experience**

- Bachelor's degree preferred
- 5-10 years of relevant experience
- Background in Raiser's Edge NXT preferred

**Benefits:**

This is a 12-month, (100% FTE) full-time, non-exempt position with offered benefits as detailed in the employee handbook including healthcare provision, life, vision, dental, STD, vacation and personal time accruals, and an employer-match retirement savings plan. The hiring range is \$28.00 – \$32.00/hr, depending on experience.

**Work Environment and Physical Demands**

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.