



## Database and Accounting Manager

### Institutional Advancement

#### **JOB SUMMARY**

This position is responsible for managing the Dartton State College Foundation and Dartton Alumni databases.

#### **MAJOR DUTIES**

- Manage and oversee all data activities inside Raiser's Edge and Train and support Dartton Foundation Raiser's Edge users on established data entry standards, running basic queries, creating mailing lists, running reports and donor letters
- Enter all debits and deposits in Foundation accounts and pay bills for Dartton Foundation
- Provide monthly financials of foundation funds and design format for Foundation Board
- Provide training and technical support to all Raiser's Edge users.
- Establish system settings and set security options for different Raiser's edge user groups. Develop and update policy and procedures to protect the integrity and to maintain the quality of the database.
- Generate requested data, mailing list, reports and analyses to Dartton Foundation, college personnel and outside vendors in suitable formats that may require use of complex query or data export.
- Acquire new alumni data export from IT department after every graduation. Import new alumni data to Raiser's Edge
- Process, research and update returned mails. Update contact information of key donors and prospects
- Ensure accounting to coordinate appeal tagging, gift processing, tracking and reporting of development initiatives
- Update Dartton Foundation and Dartton Alumni websites regularly or as needed
- Set up PayPal button for online donations and special events e-ticket selling. Coordinate the processing of online donations with Development and Communications Coordinator for proper posting and acknowledgement.
- Collaborate with college Communications and Web design Manager to ensure proper linkage of Foundation and Alumni web sites to the college main site
- Assist in the design and distribution of foundation documents, including e-mail blasts to donors, prospects and alumni. Upload and update e-mails on server.
- Assist development staff in using Raiser's Edge for prospect research
- Interact with technical consultants and vendors where appropriate
- Provide staff with computer-related training and trouble-shooting
- Other projects as assigned by supervisor

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of standard concepts, practices and procedures within database development.
- Ability to create presentations, charts, graphs, and monthly financial reports.
- Ability to work independently and with a team.
- Skill in utilizing various Social Media platforms
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Executive Director of Institutional Advancement assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the Associated Press Style Manual and college and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied database development duties. Tight deadlines contribute to the complexity of the position.
- The purpose of this position is to coordinate the college's database activities. Success in this position ensures the efficient and effective delivery of information to the targeted audiences.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, community members, vendors, advertising consultants, photographers, videographers, printers, students, members of the news media, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while standing or walking.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Associate Degree or equivalent combination of training and experience, Bachelor's degree preferred.
- Minimum two years database development experience required.
- Experience in web designing software, Quickbooks Pro or equivalent and Raiser's Edge/database.
- Experience in a college or university setting, non-profit service organization, or the private sector related to communications.