

**DATABASE MANAGER, DEVELOPMENT**

**THE ORGANIZATION:** The Pennsylvania Society for the Prevention of Cruelty to Animals (Pennsylvania SPCA) is a non-profit animal welfare organization that has been working to protect and improve the lives of animals since its founding in 1867. It is the second oldest humane organization in the United States. The organization employs 170 staff and operates five animal sheltering and adoption facilities. With programs ranging from rescuing animals from abuse to low-cost veterinary services and pet adoption, the Pennsylvania SPCA is the largest animal welfare organization in Pennsylvania and the mid-Atlantic region.

**POSITION SUMMARY:** The Database Coordinator (DC)supports the mission of the Pennsylvania SPCA and the needs of the CEO and Development Department.  The Database Coordinator is responsible for managing a large fundraising database consisting of 220,000+ records and working across data platforms such as Raiser’s Edge 7/NXT, Importomatic, Petpoint, Cornerstone,Gift Smart and Volgistics.  Duties include, but are not restricted to: data mining and segmentation, mapping and importing, gift processing, reconciliation and reporting, gift acknowledgements, creation of queries and reports, mailing lists, data maintenance and hygiene and other projects as assigned.

**PRINCIPAL DUTIES**

* Gift Processing & Gift Importing
	+ Process checks, online gifts, phone and in-person donations in a timely fashion
	+ Run acknowledgment letters weekly for gifts, including in-kind, special events and special campaign gifts
* Import and process online gifts daily; recurring or monthly gifts monthly
* Import data from other data sources monthly: Petpoint, Cornerstone, Volgistics, Gift Smart
* Import data from outside sources as needed

* Online Giving Forms
	+ Build online giving forms for websites, events and email blasts as needed

* Mailing Lists & Reporting
	+ Pull accurate mailing lists that meet the criteria provided by team members; make suggestions on how to improve criteria to better meet needs of team
	+ Create and run reports for reconciliation with the finance department, CEO and Development team
	+ Take the initiative to run reports to help the Development team identify, cultivate and steward donors
	+ Create and run queries and exports to provide requested information to the team

* Data Maintenance
	+ Proactively maintain accuracy and integrity of data; identify inconsistencies
	+ Create data integrity procedures and policies with team as needed
	+ Proactively reduce duplicate records
	+ Prepare list hygiene once a year
	+ Troubleshoot problems, challenges or errors that arise within data

* Training
	+ Set up new employees in RE/NXT prior to start date; perform preliminary training
	+ Identify database training needs or requests for staff
	+ Organize and schedule training for existing staff on database products

* General:
	+ Work courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the Pennsylvania SPCA are followed
	+ Follow established procedures governing safe work practices
	+ Perform duties in a manner which encourages attainment of goals, contributions and business for the Pennsylvania SPCA and its programs
	+ Contribute to effective teamwork and foster public relations beneficial to the Pennsylvania SPCA and its programs
	+ Promote a humane and caring attitude toward all animals and treat all animals humanely, properly and with compassion at all times
	+ The intent of this job description is to provide a representative level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

**EDUCATIONAL REQUIREMENTS, EXPERIENCE, ABILITIES AND QUALITIES REQUIRED**

* Bachelor’s degree required.
* Minimum of three years of non-profit development experience
* Strong understanding of data logic and mapping with ability to translate into lay terms
* Proficiency in fundraising database systems required, specifically, expertise in Raiser’s Edge necessary; knowledge of Importomatic and Crystal Reports helpful; familiarity with Petpoint and Cornerstone a plus.
* Proficiency in MS Office Suite, especially Excel, Word and PowerPoint; proficient in use of technology
* Ability to think strategically and identify process improvements
* Excellent written and verbal skills
* Team player committed to the organization’s mission and overall departmental and organizational goals
* Detail oriented, highly organized, with superb computer and data entry skills required
* Proven ability to multitask and meet strict deadlines in a fast-paced, dynamic environment
* Ability to maintain the highest level of donor information confidentiality

**IMMEDIATE SUPERVISOR:  Chief Development Officer**

**HOURS FLSA STATUS**: **EXEMPT POSITION:**  Minimum of 8 hours per day, 40 hours per week, M-F, 9am-5pm.  Daily hours and days of the week may vary according to the needs of the department schedule. Some nights and weekends will be required.

**INTRODUCTORY ASSESSMENT PERIOD** The introductory assessment period runs from the date of hire for 90 days thereafter. For employment in any position with the Pennsylvania SPCA, this introductory assessment period is the period during which the specifics of the job are learned.

**EMPLOYMENT** There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Pennsylvania SPCA that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the Pennsylvania SPCA or the employee, may terminate that employment at any time. The Chief Executive Officer has final authority over these decisions and determinations.