



## Job Announcement

### **Database Manager**

Georgia Public Broadcasting (GPB) is hiring a Database Manager that will work to ensure the highest data integrity while working cross-departmentally to ensure all data is complete, accurate, and able to inform fundraising strategies. The Database Manager will report to the Senior Director of Development. GPB is a statewide dual licensee comprised of 9 PBS television stations and 22 NPR radio stations that broadcast across the state of Georgia.

#### **Candidate Responsibilities:**

- Maintain the overall quality and integrity of the Raiser's Edge database, including working with Raiser's Edge support staff to troubleshoot problems
- Complete gift processing for in-house batches from start to finish, including daily batch entry, QC, and committing batches from Luminate Online and lockbox.
- Monitor daily data uploads and flow between Raiser's Edge and other external data sources
- Create and manage source codes and campaign data in Raiser's Edge for Individual giving campaigns, including Direct Mail, Telemarketing, and On-Air Fundraising.
- Generate monthly and quarterly lists for direct marketing.
- Generate queries, develop exports, and clean up reports that can be used for donor and gift reporting
- Help create and maintain dashboards for the Development team and keeping easily accessible queries available for staff members to track their own fundraising efforts
- Maintain up-to-date constituent records while ensuring that addresses and all contact and giving information is accurate; run monthly Blackbaud functions to archive inactive records and manage duplicate accounts
- Manage Vendor relationships as it relates to the database and gift processing.
- Assist and perform additional or related duties as assigned or required.

#### **Candidate Qualifications:**

- Bachelor's degree preferred, or related field.
- Three years or more of experience in nonprofit fundraising and/or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.
- Substantial previous experience with Raiser's Edge and Blackbaud products
- Proficiency in Excel and other standard Microsoft Office software, systems, and collaboration tools.
- Meticulous attention to detail and organizational skills.
- Excellent organizational planning and proven ability to meet deadlines
- Methodical and detail-oriented with the ability to multi-task and resolve challenges creatively
- Ability to work flexible hours, during events & and productions which includes nights and weekends.

**We Offer:** Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and childcare spending accounts; Disability insurance; and opportunities for training and professional development.

**To Apply:** Upload resume, cover letter, list of three references and applicant form on the GPB Job Center located at [www.gpb.org/jobs](http://www.gpb.org/jobs). ONLY Applications submitted through the GPB Job Center with a complete application, resume AND cover letter WILL BE ACCEPTED.

#### **Deadline to Apply: Open Until Filled**

Georgia Public Broadcasting is an Equal Opportunity Employer.

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