



## **Job Announcement**

### **Database Manager I**

The Database Manager I will be an active leader in all development fundraising operations, whose primary role is to co-manage all donor biographical and transactional data, continued data cleansing activities, policy and procedural development and maintenance, and database training and support. The Database Manager I will also play an active role in helping development team members as they design their programs and efforts by playing an active role in planning from a data perspective. The Database Manager I will partner with the Database Manager II and will report to the Director, Development Operations.

### **Candidate Responsibilities:**

In partnership with the Database Manager II, the Database Manager I will:

- Oversee the day-to-day operations of data entry services and activities to include imports, as well as manual gifts, record changes, adjustments, matching gifts, refunds, returns, cancellations, etc.
- Set up procedures for certain utility functions on system for ongoing data hygiene, preventative maintenance, backup, merge/purge activities, and delete processing.
- Develop policies for data input into database and implements work procedures to maximize the efficiency of employees and of the department.
- Participate as a leader in our ongoing donor data migration activities.
- Conduct group and individualized training on Raiser's Edge, Luminate Online, and other development platforms for both new employee onboarding, and ongoing team member professional development.
- Create and configures queries, reports, and dashboards for internal and external use.
- Analyze and verifies all marketing data and database requests to and from software vendors to ensure data integrity and that all fields for necessary segmentation are provided.
- Manage lists for gifts correspondence including donor acknowledgments and tax receipting.
- Manage system security including, but not limited to, user access, user privileges, system security, and system defaults.
- Participate in a variety of internal and external meetings.
- Volunteer for GPB pledge and community events.
- Attend occasional conferences overnight and out of state.
- Provide cross training to other database manager for ongoing support and maintenance of data services programs.
- Perform other related duties as required.

### **Candidate Qualifications:**

- Bachelor's degree required.
- Three to five years of progressive responsibility in data services in a fundraising environment required or a related field required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Three to five years of Raiser's Edge experience required.
- Proficiency in Microsoft Office, Crystal Reports, and SQL required; Luminate Online preferred.
- Must be able to handle change in a fast paced and multi-tasking environment.
- Strong written and oral communication skills and organizational proficiency is required.
- Excellent interpersonal skills and the ability to work well with a diverse staff, donors and other stakeholders.
- Must be flexible to work nights/weekends as needed. Occasional annual travel will be required.
- A basic understanding of Georgia Public Broadcasting and the mission of public media preferred.

**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 child care 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.

**DATE POSTED: 8-5-19**

**RECRUITMENT NUMBER: C-21-19**