



Database Manager

GENERAL DESCRIPTION

United Arts of Central Florida is a dynamic, \$6.3 million nonprofit with a 30-year established history in the four-county Metro Orlando region. Seeking an experienced Raisers Edge database manager to handle all aspects of our data management including data entry, reporting, database maintenance and oversight and staff training.

This position develops and maintains our Raisers Edge development databases including base definition, structure, documentation, operations and security. Sets up master files and ensures accuracy and completeness of all data. Protects integrity of data using proper security controls. Enters data from source documents into computer databases; verifies information and makes changes where necessary; reporting writing and data mining; runs routine reports and perform related clerical duties.

ESSENTIAL DUTIES

Data Entry

- Daily accurate input and tracking of donors' pledges and payments
- Maintain donor information and coding to ensure proper list pulls
- Runs acknowledgment letters and receipts according to organization policies
- Print ArtsCards for select donors
- Strict attention to detail and deadlines required.

Fundraising Support

- Collaborative Campaign support
- Generate and email campaign acknowledgment reports to participating organizations per agreed schedule
- Generate Campaign Comparison report for development team
- Field questions from participating organizations and donors on administrative Collaborative Campaign related matters
- Campaign partner support for specialized pledge form templates
- Template support for development (online giving data mail merges)
- Generate custom reports for development staff
- Generate custom reports for partner agencies, as needed

General Fundraising

- Work with development staff to select and segment lists for mailings
- Pull lists, merge and print letters
- Work with development and communication to generate and segment email lists for email campaigns
- Manage fulfillment of donor benefits on a timely and accurate basis including printing and distribution of United ArtsCards
- Participate in development meetings, as needed

Reporting, Mailing Lists

- Support development and finance departments with report writing support
 - Create reports to analyze donor behavior.
 - Work with development staff to evaluate performance of development strategies, project execution and campaign performance.
- Coordinate with CFO on month-end and year-end close of database per an established schedule
- Prepare special event and direct mail mailing labels and lists
- Orlando Arts Magazine –
 - o Manage list of UA constituents and VIP lists to receive magazine
 - o Preparing bi-monthly Orlando Arts Magazine mailing list to publisher (Visit Orlando)
 - o Distribute email to cultural groups regarding editorial deadlines for season preview issue.
- Oversee the execution of development direct mail projects, including List Services –
 - o Draft reports for each developmental mailing,
 - o Produce mailing lists based on criteria set by the Director of Development
- Recognition List – work with development and communications to create donor recognition list for annual report. Format list for distribution to Campaign partners.

Other

- As an integral part of the team, this position must raise questions, suggest improvements, adhere to deadlines and communicate when issues arise.
- Other tasks as required.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- Five or more years of demonstrated Blackbaud Raisers Edge database administration experience with increasing responsibility;
- Demonstrated understanding of complex data entry and reporting capabilities of Raisers Edge;
- Superior written and oral communication skills;
- Ability to deal effectively with a wide range of people and situations;
- Ability to work in a team environment;
- Ability to work independently, prioritize and manage diverse activities, and advance numerous projects concurrently;
- Intermediate to advanced math skills; must be able to add, subtract, divide, multiply, and work with fractions, percentages, and averages, both on a calculator and in Excel; and
- Intermediate to advanced user in Microsoft Word, Excel and Outlook; must be able to do advanced mail merges, data extraction and sorting, and data importing and exporting between a structured database to and from Excel.

TRAVEL AND OTHER

- Must have reliable car and current US driver's license
- Requires Minimal travel within the four-county region
- Travel is less than 10% of the position
- Must be able to lift 30 lbs.

United Arts' benefits include: medical, dental, life, long- and short-term disability, employee 401K, and very generous paid vacation, sick and holiday time.

Salary is commensurate with experience.

Application Requirements:

Please submit a cover letter describing your experience as it relates to the requirements of this position and why you are interested in it along with your resume

Please email to: Finance@unitedarts.cc.

United Arts is a drug-free, smoke-free EOE.

In compliance with the Americans with Disabilities Act, United Arts will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Posted 03/21/2019. The position will remain open until it is filled.