

Database Manager

The Catholic Foundation of Southeastern Massachusetts is seeking a Database Manager to join our growing team. The newly formed Catholic Foundation of SEMA is an independent, charitable foundation responsible for raising, managing and distributing philanthropic funds to provide long-term, sustainable support for the parishes, schools and life changing ministries across the Catholic Diocese of Fall River. The Foundation is incorporated as a separate 501(c)(3) not-for-profit organization, fully endorsed by the Diocese and its Bishop, Most Reverend Edgar M. da Cunha, S.D.V. This legal structure ensures that all gifts will be used for their intended purposes and provide a level of efficiency, accountability and transparency that will earn the respect and confidence of donors as well as the pastors/parishes, schools and ministries it serves.

The Database Manager is responsible for all aspects of managing and maximizing the effectiveness of the constituent resource management (CRM) system, Raiser's Edge. Primary functions are ensuring the accurate and efficient processing of data, maintaining the integrity of records, and determining best strategies for data capture and clean-up. Additional responsibilities include data extraction and distribution, reporting, campaign administration, research, and processing of specialty or credit card donor gifts. The position is a key part of the team and will also supervise and train part-time staff to effectively use the database and maximize the use of the data.

Essential Duties/Responsibilities:

- Oversee management of the database including determining best strategies and/or solutions for coding, tracking, reporting, database clean-up and standardization for accuracy. Coordinate and implement technical, hardware, software, website, and server administration.
- Maintain all data/records and ensure information is current and accurate, such as donor records and matching gifts. Responsible to input and validate data as well as post pledges, gifts and payments in the Raiser's Edge system. Back-up all transactions.
- Responsible for generating or coordinating correspondence and mailings, such as acknowledgements, pledge reminders, delinquency notices, appeals, and direct mail projects.
- Run reports such as contribution reports, event lists and mailing lists from Raiser's Edge system. Generate and distribute daily transaction logs and reports to the Finance office.
- Maintain and update current procedures files for Raiser's Edge database including, processes, data entry and maintenance.
- Process and acknowledge credit and debit card gifting such as pledges, one-time gifts and monthly transmissions and reconcile and communicate any exceptions. Also process special handling gifts such as stock gifts, donor-advised fund gifts and IRA qualified charitable contributions.
- Perform research using a variety of research resources including online tools for the purposes of lost donors, high quality donor prospects, as well as current trends or developments.
- Assist with special events and projects.

Qualifications:

- Three to five years of comparable experience working with CRM software and relational databases, with at least one year of that experience with Raiser's Edge. One to two years of previous supervisory experience.
- Bachelor's Degree in related field of study or equivalent work experience in business, finance and/or non-profit data management and reporting.
- High degree of computer literacy, especially in Microsoft Excel and queries.
- Strong organization, interpersonal, and communication skills, both written and oral.
- Ability to multi-task, work independently and within a team, be self-motivated goal oriented and have a strong attention to detail. Ability to work with diverse groups of people in an atmosphere of collaboration and service.
- Possess demonstrated understanding of the Catholic Church culture.

We offer a competitive compensation program and a comprehensive benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager.
E-mail: mbertoldi@dioc-fr.org; Confidential Fax: 508-689-7920; or by postal mail to Catholic Foundation of Southeastern MA, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer