

Database Coordinator

Position Description



Summary

The Database Coordinator is a full-time, salaried, exempt position reporting to the Director of Communications and Technology. This position is responsible for developing, maintaining, and supervising the community's database department, Raiser's Edge database, related applications, and processes. This position is responsible for supervision and provision of data entry support for staff, either directly or through the use of qualified volunteers. This position collaborates with St. Monica leadership and staff regarding strategic plans and goals for the future, while working with, training, and guiding teams (departments) in the development and use of Blackbaud's Raiser's Edge and related applications.

Qualifications

Qualifications for this position include a Bachelor's Degree in a field related to computer data / information systems, 3-5 years work experience in database management and data entry, customer service, strong writing, typing, organizational, and communication skills, strong interpersonal skills, research and training, installing software, web-based maintenance, proficiency in software programs including Blackbaud's Raiser's Edge, Microsoft Office, Adobe Acrobat, and Windows XP and Vista operating systems, basic trouble-shooting knowledge related to the aforementioned systems and software, 2 years of experience recruiting and managing volunteers, some volunteer experience in a church environment, and a commitment to supporting the Catholic faith and the mission of St. Monica Catholic Community.

Preferred but not required: Budget and finance experience. Business management experience. E-Commerce administration. Experience with additional Blackbaud software products (Education Edge, NetCommunity / Online Campus Community, or Financial Edge).

Responsibilities

1. Oversee the St. Monica database department and its various operations, in support of the St. Monica staff and the community's overall mission.
2. Develop, supervise, and maintain the St. Monica Raiser's Edge database and related applications.
3. Develop, implement, document, and maintain processes, guidelines, and forms related to the database and its related applications, including data workflows that overlap with St. Monica Catholic High School and Elementary School.
4. Processes weekly, monthly, and annual data workflows as necessary (for example, queries, reports, commit batches, check scans, thank you letters, tax receipts, EFT transactions, offertory data entry, new membership packets, etc.)
5. Provides and supervises additional data entry resources for staff, above and beyond staff member data entry capabilities and resources, when necessary.
6. Provide or supplement staff and volunteer Raiser's Edge training as needed.
7. Maintain access privileges and security of the Raiser's Edge database.
8. Collaborate with St. Monica staff and leadership to determine strategic and technical business goals for the database department.
9. Assist staff and ministries in developing a wider utilization of database processes, in the interest of improving workflow efficiencies.
10. Recruit, train, and supervise data volunteers as needed and necessary.
11. Manages the database department budget.
12. Provide thorough communication to staff regarding database requests, status updates, and announcements.

Application and Information

Send letter of interest and resume by August 15, 2009, to Mr. Jason Farmer, Director of Communications & Technology. You can contact: jason@stmonica.net