

Position Title: Database Manager

Accountable To: The Office Manager

Job Summary: Responsible for the overall management of database records involving donors and donations, initiating “Thank You” and “Receipt of Donation” letters and assisting in the daily operations of the front office.

Religious and Moral Qualifications: MSCH is a ministry of the Longmont Church of Christ (LCOC) and has a long and successful history operating as a Christian Residential Child Care Facility. The successful applicant will consistently and actively worship at a Church of Christ, with a reputation to match. They will supply positive recommendations regarding these qualities from local church leaders. They must adhere to the MSCH Statement of Faith and Code of Conduct.

Physical Qualifications: Due to the nature of the industry the successful applicant must be in excellent general health, with excellent (or corrected) vision, manual dexterity, hand-eye coordination, and strength. They must be capable of the following actions; pushing, pulling, grabbing, and dead-lifting up to 40 pounds.

Education and Experience Qualifications:

- Associate’s or Bachelor’s degree in Information Systems, Data Management, Computer Science, Business Administration, or a related field is preferred.
- Equivalent combination of education and relevant experience in database administration, nonprofit CRM systems, or data management may be considered.
- Experience with constituent or donor database systems commonly used in nonprofit organizations such as Blackbaud Raisers Edge, Donor Perfect, Bloomerang, or similar platforms is preferred. Depending on computer and technical skills, the experience is not required and could be trained.
- Knowledge of nonprofit fundraising practices and donor stewardship is a plus.

General Responsibilities:

- Update and maintain organizational database records through a specified database program.
- Enter and process daily deposits.
- Generate “Thank You” letters to be signed and mailed as a receipt of donation.
- Manage queries for market research and help support productive fundraising goals.
- Manage mailing lists to ensure efficient use of appeals, newsletters, events, and other fundraising efforts.
- Work collaboratively with development/fundraising, finance, and program teams.
- Help prepare and distribute tax documents to donors regarding annual giving.
- Coordinate with the office manager to ensure proper balancing of deposits between database records and QuickBooks.
- Participate in the daily front office routine of helping answer phones, greeting guests, welcoming staff and clientele, and aiding in the sustaining of a hospitable office environment.
- Assist with the organizing and preparation of MSCH event activities when able.
- Be present and active at major agency functions.
- Hours will vary and are not always capable of being scheduled within a 40-work week, or weekdays only.
- Other responsibilities may be assigned in areas not previously described.

Personal Skills and Attributes Desired:

- Passion for ministry that aligns with the MSCH mission.
- Self-motivated with a strong attention to detail and commitment to accuracy and confidentiality of information.
- Positive and flexible attitude with the willingness and ability to learn new skills and programs.
- Ability to translate data insights into actionable information for leadership.
- Capable of prioritizing tasks and problem solving.
- Dedicated team player with excellent communication skills and interpersonal relationships.
- High standard of integrity and ethics both inside and outside the community.
- Outward behavior and appearance conducive to the position of MSCH Database Manager.