

Data Manager

The Data Manager at Northern Seminary seeks to develop, implement and monitor an operational plan for the management of the Raisers Edge database. This plan includes gift entry, gift receipting, conducting donor research, building giving reports, and general database management.

Serving within the advancement office, the Data Manager will be expected to assist the Vice President of Advancement in development related activities. This person will also be expected to collaborate with colleagues in the advancement office (including, but not limited to the areas of Development, Grant Writing, Alumni Relations, Urban Relations, and Communications) to create supportive reports and ensure consistency of data within the database.

The Data Manager reports to the Vice President of Institutional Advancement.

RESPONSIBILITIES INCLUDE:

- Managing the gift entry and receipting process
- Generate specific reports to assist the development staff
- Editing, updating, and maintaining the Raiser's Edge database
- Providing weekly, monthly, and quarterly giving reports
- Assisting in development related mailings and other development related projects
- Conducting prospect research reports and creating prospect profile reports
- Creating and maintaining mail merge acknowledgment letters for the acknowledgment of gifts
- Building queries and exports for complex mailing lists such as newsletters, membership or direct mail appeals, and event invitations
- Providing ongoing assistance to users — encouraging use of vendor's technical support, but when questions are dependent on knowledge of the organization's specific configuration, support the staff as necessary
- Ensuring that policies and procedures documentation is current and accessible
- Where possible, building in functionality/establishing security to prevent bad entry
- Working to reconcile gift deposits with finance department when necessary

OTHER SKILLS:

- A clear understanding of database logic, processing, and systems
- Excellent skills in Microsoft Word and Excel
- Experience and/or interest in Theological Education
- The demonstrated ability to strategize and implement new projects
- Demonstrably strong analytical skills

- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve institutional goals
- High professional and ethical standards for handling confidential information
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Raiser's Edge experience preferred

PREFERRED EXPERIENCE:

Experience working with data, analyzing data, and creating reports is highly desirable. Showing a positive, can-do attitude with a high level of motivation, self-direction, and creativity is a must.

Also, please note: proven professional experience in team based work is expected for this position.