

Position Description

Title:	Database Manager
Department:	Advancement
Reports To:	Associate Director for Annual Giving
Internal Contacts:	Finance Office, President's Office, and others as needed
External Contacts:	Donor contact, Database and software companies (Blackbaud Raiser's Edge NXT, DonorSearch, CyberSource and Import-o-matic)
Start Date:	ASAP
Employment Status:	Full-time, Non-exempt

The Database Manager, Advancement will process all contributions to Manhattan School of Music and have responsibility for oversight of the Raiser's Edge NXT database, including producing daily, weekly, and monthly reports for senior staff review and generating mailing lists. Importantly, the Database Manager is responsible for ensuring that all gift accounting reconciles between the Advancement and Finance Offices, and also produces timely acknowledgment letters for all gifts.

The Database Manager revises, updates, and maintains a Raiser's Edge Policies and Procedures manual and ensures that data standards are maintained by all Raiser's Edge users. As needed, the Database Manager will provide Raiser's Edge training to Advancement staff and student workers. The Database Manager is a valuable and integral member of the Advancement team, providing support as needed at alumni and donor receptions and cultivation and stewardship events.

Domains:

Gift Processing and Accounting

- Processes all gifts and pledges to the School from individual, corporate, foundation, and other sources in the form of credit cards, checks, and pledges, ensuring accuracy of gift amounts, fund allocations, and totals.
- Serves as a liaison between the Advancement Office and the Finance Office, to ensure that all contributions reconcile between the two offices.
- Ensures accuracy of the gift entry process by reviewing and committing daily gift batches entered by the Administrative Assistant for Advancement.
- Serves as backup for mail collection and initial gift entry when the Administrative Assistant for Advancement is unavailable.
- Provides accurate reporting and accounting to the Finance Office, on a weekly and monthly basis, for purposes of reconciliation. Recommends and creates new reports as required.
- Maintains contribution backup for the Advancement Office for reference and for annual audit visits.
- Generates – and maintains records of – accurate and timely gift acknowledgement letters, tax receipts, pledge reminders, invoices, and other donor correspondence.

- Efficiently manages the acknowledgement letter process by coordinating with Advancement Gift Officers on signatories and standards for acknowledging gifts, especially honorarium and memorial gifts. Ensures that all letters, gift agreements, and other relevant information are saved to donor records in the database.
- Works with the Advancement Team in establishing and revisiting best practices for sending and tracking donor acknowledgement letters.
- Produces gift reports and other materials, to distribute to senior Advancement staff, including the Vice President for Advancement, Assistant Vice President for Advancement, Associate Director of Annual Giving, and Director of Institutional Giving.
- Contacts donors regarding gifts, when necessary.
- Other duties as assigned.

Raiser's Edge Management

Serves as the Advancement Department's resident expert on the Raiser's Edge NXT database, ensuring that it is being used by the department in its fullest capacity. Oversees and executes the management of the database with assistance from the Advancement Team. This will include but is not limited to the following:

- Trains Advancement Staff as needed in the Raiser's Edge database, and identifies strategies for the Advancement Team to fully utilize the database. Advises Advancement colleagues on best practices relating to data integrity, and provides assistance to team members on database navigation as needed.
- Produces accurate reports, lists, and mailing lists for fundraising campaigns and Advancement initiatives on a consistent and timely basis.
- On an ongoing basis, and with the Associate Director of Annual Giving, assesses the department's use of Raiser's Edge and develops protocols to ensure efficient and effective use of the database.
- Imports new records, such as alumni graduates, parents, new prospects, etc. into the Raiser's Edge database.
- Updates and edits constituent records to ensure information is accurate.
- Coordinates mailing lists with the Media and Communications office and outside mailing houses.
- Keeps Raiser's Edge up to date with the latest patches in sync with the IT Department.
- Revises, updates, and maintains a Raiser's Edge Policies and Procedures manual.
- Handles other departmental responsibilities and tasks as assigned, including representing the Office of Advancement at performances, receptions, and events outside of regular office hours.

Job Requirements:

- Bachelor's degree.
- Extensive knowledge of and experience with gift processing and management of Raiser's Edge database or other dedicated fundraising software (Raiser's Edge NXT preferred).
- Strong knowledge of Microsoft Office suite.
- Minimum of two years fundraising or relevant experience in a non-profit cultural or educational institution.
- Familiarity with IRS fundraising regulations; the ability to ensure compliance with them.

- Excellent attention to detail, superior organizational skills, and strong analytical and problem solving abilities.
- Self-starter with the ability to complete assignments accurately under pressure and sometimes on short notice.

Contact Information:

Send letter of application and résumé including three references to:

Julie Wallin, Associate Director for Annual Giving
jwallin@msmny.edu

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.