



Job Classification Description

**Database Manager/Development Office Coordinator
VSC UP – PAT Bargaining Unit**

**GRADE 10
Exempt**

BASIC FUNCTION

Maintain the integrity of the data within the College's primary alumni and philanthropic repository. Provide clerical and organizational support to the Director of Development.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Using Blackbaud's Raiser's Edge for Windows, output reports, lists, labels and letters, both scheduled and ad hoc, for the Offices of Development and Alumni Relations and the President. Generate a variety of written materials for the Development Office including receipts, pledge reminders, year-end tax letters, etc.
- Input data and update records, record gifts and pledges, corporate gift match eligibility and major donor track activity. Oversee the building of major donor files maintaining the security of confidentiality of the records.
- Periodically prepare diskettes and/or electronic output in fixed field or comma-delimited form for the purpose of "list cleaning", updating addresses, telephone numbers and wealth indicator appending.
- Track all expenditures for the Development Office insuring consistency with Budget Office reports.
- Coordinate both in-house mailings and preparation of merge lists and documents for outside printing houses and mail house vendors.
- Assist with regularly occurring special events for which the office has primary or shared responsibility such as reunions, Fall Festival/Homecoming, mixers, etc.
- Prepare various reports as requested.
- Reconcile contributions received with the Business Office.
- Supervise and train work-study students to insure integrity of data entered into the system.

- Stay abreast of developments and attend trainings related to development prospect research and upgrades in the current software.

SUPERVISION RECEIVED

Direct supervision is received from the Director of Development.

MINIMUM QUALIFICATIONS

Journeyman level knowledge of the features, functionality and architecture of Blackbaud's Raiser's Edge. Intermediate to high-level skill with Microsoft Word and Microsoft Excel. A minimum of three years experience in a Development Office preferably in a college or university setting.

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.