Morris Animal Foundation

Position Title: Database Manager

Department: Development

Reports to: Rachelle Beisel, Senior Manager of Annual Giving & Donor Relations

Position Summary: Morris Animal Foundation's Database Manager is responsible for overseeing operations within the development department that contribute to the success of the development team goals, and provide support to other departments in the Foundation. These operations include, but are not limited to, vendor management, data integrity, gift processing and donor acknowledgment, fiscal management of the annual giving budget, and other operations that support donor outreach and other departments.

The Database Manager reports to the Senior Manager of Annual Giving & Donor Relations and is a valuable member of the development team, providing critical support across the organization.

About Morris Animal Foundation:

Morris Animal Foundation is the oldest and largest non-profit source of funding for science that improves the lives of animals. Established in 1948 by Dr. Mark Morris, DVM, the Foundation has funded over 2000 studies and committed over $118M to research benefitting companion animals and wildlife. Based in Denver, Colorado, our staff of 35 professionals manages approximately 250 studies at any given time, including the Canine Lifetime Health Project, the largest and most far-reaching study run to date in veterinary medicine. Each year, over $7M of new research funding is committed through working practices that ensure only the most scientifically robust and impactful studies are supported. Building on this impressive and solid history, the Foundation is entering a new era. We believe with the increasing recognition of the vital role animals' play in the lives of humans, extraordinary growth of our mission is not only possible, but imperative. There is a tremendous amount of work to be done, and we are focused on scalable and sustainable growth of revenues and programs to meet the need.

Golden Retriever Lifetime Study:

The Golden Retriever Lifetime Study (GRLS) is a longitudinal study of approximately 3,000 Golden Retrievers, in which detailed information (including medical, lifestyle and environmental data) and biological samples are routinely collected throughout the life of each dog. Launched in 2012, the goal of this study is to discover new insights into the causes and risk factors for a variety of disorders commonly found in Golden Retrievers and other breeds of dogs.

Position Description:

- Supports the Senior Manager of Annual Giving & Donor Relations and the VP of Development by providing strategic leadership and direction for the department, specific to the use of external systems and technology to achieve organizational goals.
- Supervises Database Administrator.
- Manages vendor relationships to ensure they are aligned with the Foundation goals and objectives. This includes tracking contract renewal dates, monitoring and approving invoices, recommending replacement of existing vendors, finding new vendors or systems to improve processes, and utilizing vendor support services as defined in contracts. Some vendor relationships are co-managed with other departments, and require collaboration to ensure needs are being met organization-wide.
- Oversee the provision of training and support to database users.
- Use Raiser's Edge donor database for gift entry, data imports, records management and donor acknowledgments. Oversee online and offline development department databases to ensure data integrity.
- Review gifts batched by Administrative Services to ensure accuracy of campaigns, funds, appeals and other codes for each gift prior to processing.
- Using established quality control steps, accurately process daily gift batches to ensure that all gifts entered by the Database Administrator are entered accurately and in a timely manner in adherence to the Foundation's 48-hour turnaround receipting/acknowledgment policy.
- Manage and increase the effectiveness and efficiency of support service departments through improvements to each function as well as coordination and communication between support and business functions.
- Works closely with development team and other departments to establish and track key metrics and design effective processes and meaningful reports that identify current donor trends and measure team performance to inform future actions.
- Works with the Senior Manager of Annual Giving & Donor Relations and the Vice President of Development to prepare fundraising reports for the board, president, and development team.
- Generate relevant statistical and analytical reports that drive the team's continuous improvement efforts, including helping to design, implement, and perform analysis on annual fund solicitation and communications strategy.
- Provides data needs and support to the Senior Manager of Annual Giving & Donor Relations and the Giving Strategist Lead for all campaigns, mailings, and emails. Duties include, but are not limited to, data updates for direct mail vendor, mailing list pulls, creation of appeal codes, and accurate records of campaign results and performance.
- Download and import gifts and new constituents from online donor databases, ensuring that gifts are coded accurately and duplicate records are not created within Raiser's Edge.
- Produce reports pertaining to the gift entry process, including authorize.net and the Daily Gift report; distribute reports to appropriate staff members.
- Organize, coordinate and maintain the integrity of hard copy filing system.

- Post gifts to the General Ledger on a timely basis; make corrections and adjustments to gifts as needed.
- Maintains and updates Standard Operating Procedures.
- Work closely with the Senior Director of Accounting to reconcile accounting records with gifts recorded in the database.
- Perform related duties as assigned.

Position Requirements:

- Bachelor's degree. Prior experience in a development/fundraising office and management.
- Minimum of 5 years related experience with a complex fundraising database. Raiser's Edge experience strongly preferred; Raiser's Edge certification and Luminate experience a plus.
- Discretion in handling confidential information relating to the giving history and backgrounds of donors/prospects.
- A sincere passion for animals.
- Experience managing a donor database or CRM, including gift processing staff, processing systems, reporting, and financial reconciliation
- Experience managing vendors, contracts and staff timesheets.
- Knowledge developing, monitoring, and managing expense and revenue budgets, preferably in a fund development environment.
- Strong management, planning, and project management skills related to setting and monitoring goals, developing plans and timelines, and measuring success.
- A proven ability to handle multiple priorities and deadlines with attention to detail.
- Accountability for meeting goals, objectives and deadlines.
- Excellent work ethic, time management, and organizational skills.
- Exceptional interpersonal and verbal & written communication skills.
- Exemplary follow through with a proactive attitude and approach to work.
- Commitment to donor-centered fundraising.
- Results-oriented, team player, collaborative, and self-motivated.
- Able to work with multiple departments to propel the mission forward.
- Proficient in Excel, Word, PowerPoint.
- Significant analytical, critical thinking, and problem recognition and solving skills.
- Experience adapting to changing business needs and priorities.
- Strong sense of ethics in fundraising and handling complex gifts.

Position Specifications: Full time, exempt, supervisory position

Please email your resume, cover letter and salary requirements in a word document or pdf, labeled with your complete name to Rachelle Beisel at rbeisel@morrisanimalfoundation.org. Please list "Database Manager" in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**