Position Title: Database Manager

Department: Development

Reports to: Chief Development Officer

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, database administration, security and accuracy, gift processing, donor acknowledgment, reporting, and other operations that support donor outreach and other departments.

The Database Manager reports to the Chief Development Officer and is a valuable member of the development team, providing critical support across the organization. This position supervises the Database Associate.

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:

- Serve as administrator and resident "expert" of foundation's Raiser's Edge NXT database. Responsible for all database activities including user security and training; queries, exports and reports; and global changes and updates.
- Supervise the Database Associate. Review Associate's gift entry and acknowledgement process for accuracy, offering adjustments and feedback as needed. Provide continuous training and support to expand Associate's database skills.
- Perform regular gift imports into the database from multiple online fundraising sources using the ImportOmatic program.
- Coordinate with finance team to reconcile fundraising revenue to the financial system and maintain an updated record of planned gifts in the database.
- Collaborate interdepartmentally to review current Foundation technology systems and investigate new solutions to improve efficiency and lower costs.
- Provide strategic leadership and direction for development team specific to the use of data and technology to achieve fundraising and organizational goals.
- Work closely with development team to establish and track key metrics. Design effective processes that identify donor trends and measure team performance to inform future actions. Generate relevant statistical and analytical reports that drive the team's continuous improvement efforts.
- Provide data and support for all fundraising and stewardship campaigns, mailings, and emails. Duties include, but are not limited to, data updates to and from direct mail vendor, mailing list pulls, creation of appeal codes/packages for accurate tracking, and results and performance reports.
- Create and prepare fundraising reports for the board of trustees, CEO, and development team as needed.
- Maintain and update Standard Operating Procedures for all database, gift entry and acknowledgement procedures.
- Perform related duties as assigned.

Position Requirements:

- Bachelor's degree. Minimum 5 years experience using the Raiser's Edge database, with demonstrated level of advanced technical expertise. Raiser's Edge Professional certification and ImportOmatic experience a plus.
- Prior development and supervisory experience preferred.

Experience with gift and acknowledgement processing, reporting, and financial reconciliation

- Strong management, planning, and project management skills related to setting and monitoring goals, developing plans and timelines, and measuring success.
- A sincere passion for animals.
- Results-oriented, team player, collaborative, and self-motivated. Able to work with multiple departments to propel the mission forward.
- 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. Exemplary follow through with a proactive attitude and approach to work.
- Significant analytical, critical thinking, and problem recognition and solving skills.
- Exceptional interpersonal and verbal & written communication skills. Commitment to donor-centered fundraising.
- Proficient with the Microsoft Office suite, particularly advanced skills in Excel, including macros and pivot tables.
- Experience adapting to changing business needs and priorities.
- Discretion in handling confidential information relating to the giving history and backgrounds of donors/prospects.
- 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 Lisa Whipple, lwhipple@morrisanimalfoundation.org. Please list "Database Manager" in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**