

New Canaan Library

Database Manager (part time)

New Canaan Library Mission

To inspire lifelong learning through innovation and discovery; to be the information and cultural center of the community.

Role Description

The database manager is responsible for supporting the Development activity and Capital Campaign at the library. Primary responsibilities include managing the Raiser's Edge database, entering all gifts and donations, processing acknowledgement letters, reconciling the accounts monthly, as well as other tasks to further the fundraising efforts.

Our Values

- Commitment
- Service
- Excellence

Role purpose

Position is responsible for:

- Ensuring the Library's accounting for all charitable giving is maintained at the highest standard at all times
- Ensuring that the database is kept up to date and "clean" for use by the Development team at any time as an analysis and planning tool
- Maintaining excellent communication flow between the Development staff, Financial Department, Development committee, Executive Director

Key Functional relationships

- Annual Fund Manager
- Capital Campaign
- Development committee (Board of Trustees)

- Executive Director
- Finance Manager
- Donors

Responsibilities

Deliverables

- Entering all donations (Annual and Campaign) – checks, cash, wire and stock transfers, and credit card transactions
- Entering and updating donor information, including biographical and contact information, relationships, assigned solicitors, actions, appeals, and other important elements of the constituent record
- Reconciling Raiser’s Edge with Finance department - monthly
- Maintaining and updating acknowledgement template letters writing mail merge function of the database
- Supporting Annual Fund Manager and Capital Campaign team by executing mailings/solicitations and other donor communications
- Other projects / duties as required

Accountabilities

- Raiser’s Edge database is up-to-date and always correct
- Excellent communication is always maintained with colleagues across the library
- All reconciliations are done monthly
- All financial transactions and records are accurate and on time
- Maintain the strict confidentiality of all donor information

Skills & Attributes

- Previous experience with database management and ability to manage large database
- Raiser’s Edge knowledge preferred
- Comfortable with all technology and with high level IT skills
- Detail oriented and efficient
- Can work well independently and under pressure
- Extremely well organized with ability to prioritize and manage time effectively
- Excellent verbal and written communication skills
- Reliable, discreet, and able to maintain confidentiality
- Team player with strong communication and interpersonal skills
- Extremely proficient with Microsoft Office (Excel, Word, Outlook)
- Flexible and collaborative working style
- Professional demeanor
- Self-starter with good judgement who takes initiative

- Knowledge of local New Canaan community preferred
- Agile, able to adapt easily to a changing environment and work on multiple projects simultaneously

Competencies

- Extreme attention to detail
- Constant Contact, Greater Giving experience a plus
- Continuous improvement attitude
- Customer focus

Compensation and hours

- 20-29 hours per week
- \$25-\$30 depending on experience