

## **Title: Database Manager (volunteer position)**

### **Purpose:**

The database manager is responsible for ensuring access to and the integrity of One In Ten constituent data and maintenance of the database tables housed in Sage Fundraiser 50 software (formerly Paradigm). The database manager will also search for ways to improve revenue by using data mining methods for better communications with constituents, targeted marketing of events, and improvement of OIT offerings based on feedback received.

### **Average Time Commitment:**

This position requires a medium-term commitment (three to six months). The number of hours per week needed is scalable to the needs of the volunteer, however it is expected that consistent progress be made each week. Once external source data is incorporated into the main database and data is confirmed as “clean”, the time commitment will be significantly reduced. From that point forward, it is expected that only maintenance will be required from time to time.

### **Responsibilities:**

Be the ward of one of the most critical assets of the organization – the database of donors, festival goers, VIPs, sponsors, and other supporters. Ensure the integrity of the data, import data from external sources, and assist OIT staff to more effectively use data in pursuit of organizational objectives.

- Work with OIT staff and the Sage F50 manager to define immediate needs. Create a plan to address database needs and implement the plan within the agreed upon timeframe.
- Become familiar with the Sage F50 software and determine how best to structure database tables to maximize use of the program.
- Document the use of Sage tables, how to make adjustments, and how the tables interact for capturing data and reporting.
- Publish guidelines for manual data entry and the upload of data from external sources to ensure it is normalized with the existing database.
- Systematically add past years' event data into the main database.
- Train, support, and oversee the efforts of data entry volunteers.
- Assist OIT staff with maintaining the database used for email communications (Constant Contact) and integrate this functionality into the main database.
- Arrange annual data entry for the Reel Affirmations Audience Survey and produce reports showing results, year-on-year changes and longer term trends.
- This position may grow into a back-up for the Sage F50 database manager.

### **Qualifications:**

- Experience working with Sage F50 (formerly Paradigm) is preferred
- Advanced understanding and experience working with databases
- Highly organized, strong attention to detail
- Thorough knowledge of MS Excel, Access, SQL, or other data management tools
- Ability to work independently and find solutions despite multiple challenges
- Ability to communicate effectively and maturely

### **Supervisor of Work:**

The Database Manager will report directly to the Sage F50 Manager.

### **Measure of Success:**

- Understanding the needs of the organization as it pertains to the maintenance and use of key constituent data.
- Ability to ensure the integrity and consistency of data housed in the Sage F50 database.
- Having established a good working relationship with the Sage F 50 manager and Sage vendor to maximize the use of the data and application for the needs of the organization.
- Progress made to incorporate all external source data into the main database.
- Degree to which the database manager can bridge the availability of data and the use of that data to improve the revenue generated by fund raising and events promotion.

**Benefits of the Position:**

This position is key in helping the organization build capacity. It will provide an excellent opportunity to gain detailed experience about Sage Fundraising 50 software as well as build data mining skills in a non-profit environment. Success in this role can lead to more responsibility in the organization (volunteer manager, paid staff position, board position, etc.).