



Job Description

Job Title:	Director Database Operations	Grade:	M
Department:	Institutional Advancement	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

To manage the fundraising-related databases of the CPCC and WTVI Foundations, including web site related fundraising functions that integrate with the databases.

Characteristic Duties and Responsibilities:

1. Maintains and upgrades, as appropriate, the databases including acting as a liaison with CPCC ITS staff and the appropriate database vendors.
2. Trains appropriate staff to utilize the databases.
3. Oversees daily data entry, including research, events, gift entry and gift adjustments.
4. Enters and extracts relevant information for fundraising reports, research, and mailing lists.
5. Develops and implements policies and procedures for database use and management.
6. Enhances the quality of the databases, the utilization of stored information, and integration of hard copy and electronic files.
7. Accesses the Vendini database to support arts and theatre fundraising mailings and stewardship.
8. Collaborates with and assists CPCC Marketing Services and outsider printers and mail houses in assuring the accuracy and integrity of lists.
9. Produces donor recognition and stewardship lists for materials and mailings, including annual reports.
10. Works with external vendors to update addresses and integrate this information in the appropriate databases.
11. Other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Vice President, Institutional Advancement

Direction Given: No authority or responsibility for the supervision of others

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and 2 years of related experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge in the following areas:

- Standard database designs and system/database infrastructure and architecture
- Ability to train staff on database utilization
- Ability to development policies, procedures, control and security standards

Possesses positive and professional outlook, personal integrity, and problem solving ability

Knowledge of college's operations, needs and goals

Ability to maintain effective working relationships with those contacted in the course of work

Ability to manage time, communicate clearly and concisely, document and maintain organization of work

Maintain a customer focus in providing technology services to the College's community

Working Conditions:

Typical office environment