



Position Description

Position: Gift Processing/ Development Database Administrator

FLSA: Non-Exempt

Reports to: Mission Advancement Officer (MAO)

Effective date: July 1, 2019

Grade: 6

General Summary:

Provides oversight and administration of the Diocesan data base as well as support for the Office of Mission Advancement and Development.

Essential Duties and Responsibilities:

- Acts as point person with the Diocesan data base and all end-users involving the Office of Mission Advancement and Development database. This includes database performance analysis, corrective action, proactive tuning, and maintenance.
- Analyzes department needs and assists in eliminating redundancy and improve efficiency and effectiveness of operations.
- Defines, analyzes, designs, & develops, tests and implements software applications for accuracy and timeliness.
- Prepares and maintains donor files including but not limited to financial payments and profiles while maintaining a high level of accuracy, confidentiality, and professionalism.
- Responsible to effectively and accurately query the database to capture financial and analytical reports, mailing lists, and other documents needed for development activities in a timely manner.
- Designs, develops and produces materials needed by the Office of Mission Advancement and Development including correspondence, reports, presentations, forms, manuals, brochures, and mailing documents.
- Oversees direct debit and credit card processing, including corrections and changes.
- Oversees the lockbox process to ensure accurate, efficient and timely gift processing and communicates regularly with bank officials.
- Processes manual exceptions not meeting requirements of lockbox process.
- Plans, organizes, coordinates and provides training to parish staff/volunteers on annual and special campaigns.
- Develops or recommends policies and procedures to ensure the integrity of the database.
- Maintains inventory of supplies needed for development activities.
- Assists with other office processes including telephones for the Development Office as needed.
- Maintains and updates web page information.
- Regular attendance is essential for this position.
- Maintains computer programs and files used in the Office of Mission Advancement and Development activities.
- Performs other related duties as assigned by supervisor.

Knowledge, Skills, and Abilities Required

- Associate degree in business, finance or related field with 1-3 years' experience working in a professional office setting with record keeping, computer databases, and spreadsheets. Experience in development programs preferred.
- Must have the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines and laws of the Roman Catholic faith.
- Must consistently demonstrate a positive, friendly, respectful and caring attitude with colleagues and all one serves in word and deed; projecting a welcoming atmosphere.
- Must have the ability to develop and maintain positive relationships with employees at all levels. Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Provides exceptional level of service to employees, agencies, vendors, and donors by responding to inquiries quickly, completely, accurately, and professionally.
- Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Proven aptitude to learn new technologies.
- Uses discretion with a high level of confidentiality working with sensitive and privileged information.
- Skilled in designing, developing, and implement presentations and training programs for individuals in software applications.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and make presentations to varied groups.
- Must be flexible, innovative in a fast paced, time-critical environment and the ability to work independently.
- Ability to present oneself professionally
- Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require some evening and weekend hours.

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Diocese of Toledo and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date

Senior Director Signature

Date _____

Approved by Director of Human Resources

Date _____

All new or revised position descriptions must be approved by the Director of Human Resources