

Database and Funds Manager

Position Summary:

The Database and Funds Manager is responsible for administering, maintaining accuracy, and ensuring the proper use of the Raiser's Edge donor database and associated Blackbaud products; serving as the liaison between the Foundation and the Hospital's Business Office on monthly and annual gift reconciliation and restricted fund tracking and procedures; as well as ensuring that all necessary requirements are fulfilled to meet local, state and federal guidelines in order to solicit and accept gifts in every state and participate in employee giving campaigns. This position is also responsible for managing other information service functions for the department.

Position Requirements:

- **Licensure/Certification/Registrations:** None
- **Education:** Bachelor's degree in relevant studies required
- **Experience:** Minimum 3-5 years of experience with increasing responsibility for the operations related to a development or foundation office. Experience with Raisers' Edge database and working knowledge of Financial Edge preferred. Previous experience mentoring and training co-workers preferred.
- **Skills & Abilities:** Proficiency in database administration, data imports and exports, and developing complex reports. Must possess excellent analytical, organizational, and communication skills. Knowledge of applicable tax laws, fundraising principles, methods, procedures, and legal compliance standards. Familiarity with financials and budgetary processes as well as some bookkeeping knowledge. Ability to work collaboratively and successfully as a member of a team as well as independently. Comfort and effectiveness translating between end users needs and database output. Must be able to understand other staff needs so as to accurately translate their requests into effective queries and reports. Ability to organize, prioritize, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple projects to ensure goals are met in a timely manner. The ability to relate to persons of all ages and diverse backgrounds, skills and abilities. Ability to maintain confidentiality in all aspects of the position. Ability to present self in a personable and professional manner. Must have high level of accuracy, proofreading skills. Raiser's Edge knowledge and experience strongly preferred. Ability to display a passion for the mission of Craig Hospital. Expected to utilize most primary office software packages, including Microsoft Office, MS Excel, PowerPoint, etc.

Essential Functions:

- Primary expert in the office on Blackbaud programs including negotiating contracts, supervising all quality assurance processes, and reports from the system.
- Supervise the daily gift input, edits and postings of all contributions, gift processing and database maintenance including gift entry, gift acknowledgement, and prompt updates and clean-up of data.
- Oversee and maintain a regular quality assurance check, reports, and clean-up process.

- Responsible for data manipulation, reporting and analysis, generating mail lists as well as tracking donor communications and codes in Raisers' Edge database.
- Ensures accuracy of all donor information in database including all edits, additions, and deletions.
- Liaison to gift processing-related vendors and partners including contract negotiations
- Mentor and provide direction to foundation team members working in the Raiser's Edge system, participating in performance appraisals as needed.
- Ensure the effective use of the donor database, creating and maintaining policies, procedures, and trainings for the database. Preparation and management of Funds budget for Sr Dir of Philanthropy & Operations, Executive Director, and business office representatives to include tracking revenue to goals progress and expense distribution.
- Track and manage Expense Management for Patient Assistance, Program and Research Funds by analyzing and approving Web Invoicing, Check Requests, Project expense monitoring and ensure with the Business Office proper usage of dollars.
- Manage financial reporting of usage of funds by downloading reports from Financial Edge on patients served, working with Business Office to make adjustments as needed, and collaborating with Foundation staff for formal grant and stewardship reports
- Working with Business Office to make adjustments as needed to data entry corrections and Funds disbursements.
- Organize the back-end functions of foundation operations, making sure they support the work of the foundation team.
- Provide direction and supervision of appropriate personnel, demonstrate professional judgment, use problem solving techniques and delegate appropriately.
- Provide leadership in the development of performance standards for appropriate personnel. Evaluate and counsel employees on their performance in a professional and timely manner.

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Please complete the on-line application on our website:

<https://pm.healthcaresource.com/cs/craighospital#/search>