



## **SPECIAL OLYMPICS WISCONSIN POSITION DESCRIPTION**

### **TITLE**

Database Manager

### **DESCRIPTION**

The Database Manager is responsible for managing and maintaining daily operations of the Raiser's Edge database. This position is responsible for ensuring the accuracy and integrity of the database, including data input and output, technology management and end-user training and support. This position is non-exempt.

### **QUALIFICATIONS**

- Bachelor's degree. Two to five years relevant work experience minimum in database administration in a nonprofit, marketing, or fundraising environment is preferred.
- Proficient in Raiser's Edge and P2P online fundraising platforms, Microsoft Office (Outlook, Word, PowerPoint, Excel, Access) and Crystal Reports; demonstrated ability to learn new software applications.
- Proficient in analyzing and interpreting complex business operations and financial data; ability to think creatively and strategically and to translate between end users needs and database output.
- Excellent organizational & project management skills; ability work independently, manage multiple deadlines, handle confidential data with strong attention to detail and high level of accuracy.
- Strong interpersonal, oral and written communication skills; ability to explain technical concepts efficiently and clearly.
- A valid Wisconsin driver's license.

### **DUTIES/RESPONSIBILITIES**

- Abide by SOWI Guiding Values
- Develop and maintain database coding, structure and guidelines for use; ensure data integrity, efficiency, ease of use, and accuracy of information in database.
- Work with Operations, Marketing, Development & Program Services departments to determine database needs and create systems that support the efforts of the organization. Provide feedback and suggestions for process automation, improvements and efficiencies.
- Perform all functions related to database administration and oversight, including:
  - database record maintenance & updates
  - database imports & exports
  - security and user set-up
  - data entry validations & quality control audits
  - clean up tasks & duplicate record merges
  - address standardizations & NCOA updates
  - SOI Stakeholder conversions and list suppression (DNC) requests
  - software and hardware upgrades; work with Blackbaud and outside vendors to troubleshoot database software issues.
- Produce financial, analytical, statistical, and demographic reports, as well as email lists, recognition lists, and other data extractions as requested. Create customized reports.

*Mutual Respect, Positive Attitude, Accountability, Teamwork and Dedication—Values SOWI lives by to create an environment of integrity where winning is more than coming in first.*

- Provide ongoing training, documentation and technical support to database users.
- Other special projects/duties as assigned

### **SUPERVISION**

The Database Manager reports to the Chief Operating Officer and works closely with the Operations, Development, Marketing & Communications, and Program Services Departments.

### **MISSION**

*The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*

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Database Manager Signature

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Date

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