

Job Title

To Celebrate Life Database Manager

Reports To

Board of Directors, TCL

Selected By

Board of Directors, TCL

Status

Paid

Term

Three-year term with an option to be nominated and re-elected for one additional term

Purpose

Manage data and integration of systems used by To Celebrate Life for fundraising, donor and grantee management, financial interface, and record-keeping. Provide support to the board in ensuring that Donor Perfect (DPO), Quickbooks, and the digital form of grant management are optimized in their use and integration. Develop proficiency as any new systems are selected.

Responsibilities

- Act as Donor Perfect Administrator
 - Maintain DPO User ID's and allowed functions within DPO by User ID
 - Perform end-of-year maintenance
 - Create mail merge templates as/if requested
 - Create reports/ mailing lists as requested
 - Understand structure and coding system of data within DPO
 - Implement / document new structure to support additional needs; implement changes as more features become available in database.
 - Maintain DPO documentation.
 - Create and/or modify Selection Filters, Reports, Templates as needed.
- Provide input to TCL annual Budget for technical platforms.
- Provide assistance/training of To Celebrate Life Breast Cancer Foundation volunteers in use of database and ancillary functions.
- Provide advice concerning technical decisions concerning new software/technology the Board may be considering
- Build and maintain Online (Weblink) forms
- Act as Master Administrator for Quickbooks Online – be able to reconcile entries as needed between DPO and QBO
- Create reconciliation records in DPO as needed
- Create CC lists within DPO and sync with CC
- Annually purge CC lists and unsent drafts, as well as library of images and documents.
- Ability to administer training via GoToMeeting

- Build Donor Pages templates and assist fund raisers in getting their pages ready to send out.
- Perform activities to move data from DPO to auction system (currently Ready Set Auction) to support event.
- Update computers used in Ready Set Auction checkin/checkout to latest software releases; test with printers.
- Learn and utilize other technology that is needed to continue to grow reach and effectiveness of To Celebrate Life
- Learn and develop deep knowledge of organization's fundraising process, tools, and timeline.
- Troubleshoot and resolve issues that arise from technology inconsistencies.
- Partner with various members of the TCL organization to follow through on technology-related and process-related improvements.

Time Commitment

Approximately 20 hours per month.

Qualifications & Experience

- Strong database management skills, including but not limited to:
 - Excel (e.g. comfortable with Pivot Tables, nested If's, many Excel Functions such as Vlookup, Match, Left, or willing and able to learn)
 - Working knowledge of DPO and Quickbooks
 - Word (Strong Mail Merge experience - or willing to learn)
- Some knowledge of html
- Curious about technology and comfortable with it
- Familiarity with and passion for TCL's vision and mission
- Computer acumen and knowledge of Microsoft Office
- Working knowledge of DropBox and similar software
- Experience working in Lifecycle management systems

Personal Skills:

- Function as independent contractor
- Demonstrated self-starter
- Demonstrated strong people skills/exhibit patience
- Willing and able to do administrative tasks as needed to maintain quality of database
- Flexible and able to multi-task

Time Commitment:

- Approximately 5 hours/week after learning the systems
- Approximately 10-15 hours/week Sept and early October, when TCLF fundraising events are held (maybe 30 hours the week before Stepping Out)

If you are interested, please contact Deborah Keiser: 415.686.7931 or dpkeiser@me.com. Please have a CV prepared to send.