

## Job Description

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### Position Title: Development Database Specialist

**Purpose of Position**

The Development Database Specialist is responsible for fulfilling the mission of Des Moines Christian School by maintaining the donor database of over 12,000 records. This position supports and works in collaboration with the Superintendent and Development Manager on the annual giving goals and the capital campaign to drive financial support for DMCS.

**Position:**

- Full-time, 40 hours per week
- Calendar Year
- Hourly, At-will employee

**Reports To:** Development Manager

**Evaluated By:** Development Manager

**Direct Reports:** None

**Qualifications:**

- BA/BS and/or background in related field, preferred.
- Experience with database management, preferred.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

**Professional Profile:**

- Committed to the mission of DMCS.
- Energized by details, accuracy and analytics.
- Ability to meet multiple deadlines.
- Characterized by integrity.
- Maintains confidentiality.
- Demonstrates ability to work collaboratively as a team member.
- Demonstrates excellence in communication, writing, and customer service skills.
- Willing to work a flexible schedule as needed to assist with fundraising events.

**Responsibilities:**

- Database Management
  - Responsible for coordinating database activities and overseeing strategic plans for database utilization and optimization.
  - Develops and monitors rules for use and ownership of data entered into the donor database (Raiser's Edge) and integrated from student database (Education Edge).
  - Manages the process of creating, maintaining and updating over 12,000 constituent records and relationships in Raiser's Edge.
    - Integrates records between databases for current school families.
    - Partners with multiple departments to obtain and update grandparent, alumni, employee and other constituent data.
    - Performs regular quality checks and periodic audits of constituent records.
  - Creates fundraising reports and other database reports as needed monthly, quarterly and annually.
  - Records pledges into the database.
  - Collaborates with the business office for accurate posting of cash gifts.
  - Certifies participation in corporate matching gift programs.
  - Audits gift and pledge data to verify accuracy.
  - Partners with Technology Manager to facilitate software upgrades.
  - Seeks software training as needed.
  
- Mailings, Donor Correspondence and Event Support
  - Creates and maintains targeted mailing lists as defined by the Development Manager.
  - Sends donor acknowledgement letters and pledge reminders.
  - Produces and sends annual charitable giving receipts.
  - Gathers and prepares registration materials, maintains guest lists, and other duties for active event support.
  
- All other duties as assigned.

*Revised 5/2017*