

Capital of Texas Public Telecommunications Council (KLRU-TV)

Job Description Form

Division/Department: Membership

Job title: Database Manager Temp

Reports to: Membership Director

Level/Grade: N/A

Type of position:

Full-time

Part-time

Contractor

Intern

Hours

TEMPORARY POSITION

Exempt

Nonexempt

TEMPORARY: Full time, 40 hours per week from September 28, 2009 to January 15, 2010

Purpose of the Job/Essential Functions: Primarily responsible for supervising & maintaining the KLRU member database in Raiser's Edge. Duties include but are not limited to the accurate execution of the entire donation process, from donation entry, credit card processing, acknowledgement letters, billing, importing and exporting data, daily and monthly report generation and account reconciliation; and providing general membership assistance and customer service.

Duties and Responsibilities:

Personnel

- To work successfully with people from various departments including, but not limited to, membership, major gifts, development, accounting, programming and marketing.
- Work closely with Membership Director on all matters of department finances.

Internal Operations

- Accurate execution of all donation entry for KLRU, including:
 - Cash payment processing
 - Credit Card payment processing
 - On-line payment processing
 - Electronic Funds Transfer processing
 - Matching gift payment processing
 - Underwriting, corporate, and foundation processing
- Utilize Raiser's Edge tools to track all areas of fundraising, including:
 - Run daily web and cash reports
 - Run monthly accounting reports that balance development and accounting departments
 - Create reports as needed by senior management staff
- Prepare and process automated fundraising mailings, including:
 - Prepare and process monthly installment notices for all donors
 - Prepare and process monthly pledge billing and fulfillment notices for all donors
 - Prepare and process all donor acknowledgement letters
 - Prepare and process annual tax receipts
- Apply computer skills and other database management software to maximize efficiency, productivity and customer service. This includes such functions as:
 - Address corrections in both Raiser's Edge
 - Updating member and prospect information in Raiser's Edge
 - Table maintenance: The setup and maintenance of all settings and table in Raiser's Edge
 - Perform scheduled back-up operations
 - Manage the Electronic Funds Transfer system using Raiser's Edge
- Process and account for the cash and credit card information that comes through the Membership and Development departments.
- Maintain member and departmental confidentiality on all matters related to the financial dealings of the department.
- Work closely with the accounting department balancing daily cash deposits and executing month-end-closing procedures

General

- Perform other relevant, duties assigned by the Membership Director or Vice President of Development

Knowledge and Skills required:

- Three to five years of Raiser's Edge database experience using various Raiser's Edge modules (Events, Membership, and Prospect, Action, Relationship and Gift tabs) and superb customer relations skills.
- Emphasis on accuracy in entering and retrieving data from the Raiser's Edge database.
- Must have excellent organizational skills and ability to independently prioritize a heavy workload, at times working under pressure and deadlines.
- Must have good judgment and the ability to handle confidential matters.
- Must present a professional image to the public, both in person and over the phone.
- Computer (PC-based) literate and proficient in the use of 2007 Microsoft Office Suite. Experience with Convio software is helpful.
- Able to use a variety of business machines, including copy and facsimile machines.

Supervisory Responsibilities: None**Working Conditions/Environment:**

- 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 duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment characteristics 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 exposed to weather conditions prevalent at the time.
- The noise level in the work environment is usually moderate.

Education Requirements:

- High school diploma or GED required; bachelor's degree preferred.

Compensation: Commensurate with experience.**Reviewed by:**

Title:

Approved by:

Title: