



Position Title: Database Manager

Employment Classification: Full-time; Exempt

Reports To: Senior Director of Development

Compensation: Salary based on experience

Reporting to the Senior Director of Development the Database Manager is responsible for managing all donor information systems for Meals on Wheels OC development efforts. This includes reporting and analysis of data, gift processing and acknowledgments, as well as managing data entry, data extraction, data quality initiatives, and other related activities. The Database Manager will be the lead contact for data analytics, working with key staff and stakeholders to understand data needs and develop actionable insights. As a new position at Meals on Wheels OC, the Database Manager will be responsible for improving current practices and growing reporting capabilities. This position manages one staff member.

Major Areas of Responsibility:

1. Maintain the overall quality and integrity of the Donor Perfect database and audience information in the email marketing automation platform, currently Emma
2. Maintain highly accurate donor data that effectively tracks key information, cultivation activities and histories, and solicitation and reporting calendars
3. Expand organization's practical use of Donor Perfect to include additional program modules not currently harnessed
4. Work with the VP and Senior Director to establish and maintain best practices and procedures
5. Create and generate various financial and dashboard reports for the Advancement Department, as well as other staff and Board members
6. Reconcile gifts with the Accounting Department and support Accounting annual audit
7. Respond to requests from other development and executive staff for updates to the database and fundraising reports
8. Generate various reports and mailing lists for the Advancement Department and other staff
9. Oversee accurate and timely acknowledgment of donations for a variety of gift types including but not limited to IRA funds, bequests, securities, and real estate.

Qualifications:

- Prefer BA/BS in Information Technology (or related field) or comparable technical degree
- Five or more years of full-time experience managing Donor Perfect or other donor management database
- A self-starter with the ability to take initiative, work independently, and be accountable
- Organized and detail-, team- and deadline-oriented
- Experienced in establishing and institutionalizing donor database best practices
- Knowledge of and ability to create fundraising reports
- Mastery of Microsoft Excel

About Meals on Wheels Orange County:

Meals on Wheels Orange County is the largest nonprofit provider of nutrition and supportive services for at-risk older adults in the county. For over 50 years it continues to be committed to erasing hunger and isolation through nutritious meals, friendly visits and safety checks, and keeping families together through adult day services. The organization delivers over 1 million meals to more than 10,000 at-risk older adults each year throughout central and north Orange County.

To apply, please visit our website at www.mealsonwheelsoc.org/about/careers and click on "see job postings" to apply.

Meals on Wheels OC is an Equal Opportunity Employer