

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

JOB TITLE: DATABASE MANAGER
STATUS: SALARIED/EXEMPT
LOCATION: LOS ANGELES, CALIFORNIA
SUPERVISOR: CHIEF DEVELOPMENT OFFICER

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

Principal Function:

- Manage the performance, integrity, and security of donor and constituent databases; Raiser's Edge and Luminate Online; and related information systems and oversee gift process including the timely input of gifts and acknowledgment letter production.

Principal Duties:

- Create data queries, reports, exports, and merges which may be accessed by members of the Development staff
- Maintain database policies and procedures
- Provide training for database users, including Raisers Edge Review Meetings, on the use of the software, including data entry policies and processes, queries, Dashboards, reports and procedures
- Responsible for data gift entry, providing timely donor acknowledgments
- Support Marketing and Communications efforts by providing and maintaining the mass email (Luminate Online) and postal distribution lists.
- Maintain relationships with hardware, software and data subscriptions vendors, staying current on technology trends; plan and implement technological upgrades and enhancements
- Work directly with the Finance to reconcile fundraising data to ensure all reporting is accurate and consistent.
- Monitor and maintain data integrity, including personal data and gift-related data.
- Manage production and development of all Development reports.
- Participate in prospect reviews, tracking, and related data analysis

Qualifications

- Bachelor's degree in computer science, information systems or related field preferred
- Five (5) years of database management and systems experience, preferably in a non-profit or higher education setting
- Technical understanding of constituent relationship management software systems, preferably Raiser's Edge and Luminate Online
- Proficiency in Blackbaud products and Microsoft Office suite
- Knowledge of data privacy and protection standards (PCI DSS/ CASE Standards)
- Detail oriented with ability to work independently with multiple priorities and deadlines
- Willingness to learn new products and skills in a rapidly changing environment
- Proven ability to effectively manage multiple projects with a high degree of accuracy in an environment subject to frequent interruptions

- Experience with statistics and financial concepts related to advancement activities
- Bachelor's degree

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 2 Weeks for the first 3 years.
- Sick Time: 10 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé and salary requirements.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".