



**Position:** Donor Database Administrator

**Reports to:** Chief Development Officer

### **Position Description**

The Database Manager is responsible for the execution and coordination of all Austin Humane Society's (AHS) gift entry, deposits and financial reporting/reconciliation throughout the year. The Database Manager reports directly to the Chief Development Officer and plays an integral role on the Development team. This position is hybrid but will be required to be onsite at least twice a week to process physical gifts in a timely manner and during busier giving seasons of the year, more days in the office may be required. As part of the Development team, in person attendance is required for any on-site meetings and fundraising events.

### **Essential Functions:**

#### **Database Management and Gift Entry (80%)**

- Gift Entry/Recording of all gifts (checks, cash, processing credit cards slips, ACH/EFTs, In-Kind, etc.) & receipts twice a week
- Prepare adoption, receiving, volunteer orientation, and dog training deposits and submit to the Director of Finance for entry into QBS
- Conduct Monthly Financial Reporting & Reconciliations
- Create and maintain digital files of supporting documents for all gifts, pledges, and requested items
- Leads efforts for event financial reconciliation and partners with Events Manager as needed
- Complete/Submit all ACH bank download reports to Finance Director
- Point of contact for any staff or donor questions/requests regarding gifts or deposits
- Monitor Development Inbox for financial inquiries

#### **Development and Communications Support (20%)**

- Generate and prepare mailing lists for direct mail/newsletter
- Conduct full Car Raffle process in accordance with AHS raffle procedures (raffle ticket gift processing and assembly)
- Help with LO event set up in conjunction with Development Team to make sure it is done correctly
- Assist at Fundraising Events as needed
- Raiser's Edge Lead: Develop written SOPs for internal use and train staff on RE as needed
- Serve as the primary point of contact with RESTech, third party consulting group

### **Other Responsibilities**

- Ensure legal, ethical, and best practices are adhered to
- Respond to donor inquiries within 48 hours
- Lead any efforts with additional back-up staff that may be needed for data entry during busy seasons

- Complete other duties as assigned

### **Qualifications/Basic Job Requirements:**

- Must have hands-on experience using Raiser's Edge, plus basic accounting, data entry knowledge
- Demonstrated ability to execute tasks in a timely manner and ask for guidance when needed
- You thrive on repetition & data entry!
- Exceptional organizational skills and strong attention to detail
- Ability to track, manage and report donor activity and budget
- Proven ability to handle complex and confidential information
- Experience with event software (BetterUnite, OneCause, Trellis, etc.)

As with any highly integrated organization, other duties may be required to support the overall mission and strategic objectives of the agency. Other specific duties may not be expressly stated in this job description, however, duties may fall under one's responsibility if assigned in order to maintain the operations of the organization and reach fundraising objectives.

**This is a full-time, exempt position that reports to the Chief Development Officer and works closely with members of Finance, Operations & Development teams.**

### **Organization Overview**

Formed in 1952, The Austin Humane Society is Austin's largest, longest standing, no kill, non-profit animal shelter. AHS is dedicated to eliminating unnecessary euthanasia of dogs and cats through:

- Innovative life-saving adoption programs
- High-volume spay and neuter programs
- Engaging the community to be part of the solution
- Serving animals and people in times of crisis

### **Physical & Mental Requirements/Work Environment:**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Austin Humane Society may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<b>Physical/Mental Requirements</b>	<b>Required?</b>
Seeing	Yes
Ability to move distances within & between locations/offices	Yes
Lifting (100 pounds)	Yes
Color Perception (Red, Green, Amber)	Yes
Climbing	No
Carrying (100 pounds)	Yes
Hearing/Listening	Yes
Ability to mount & dismount forklift/truck	No
Driving (local/over the road)	Yes
Clear Speech	Yes
Pushing/Pulling	Yes

Other	Yes
Touching (Dexterity)	Yes
Touching (Hand)	Yes
Touching(Finger)	Yes

<b>Mental Reasoning</b>	<b>Required?</b>
Reading (Simple)	Yes
Reading (Complex)	Yes
Writing (Simple)	Yes
Writing (Complex)	Yes
Analysis/Comprehension	Yes
Clerical	Yes
Judgment/Decision Making	Yes
Basic Math Skills	Yes

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended as an exhaustive list of all responsibilities, duties and/or skills required of this position.

**Acknowledgement:** This is an accurate description of the essential functions of my position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

HR Manager: \_\_\_\_\_ Date: \_\_\_\_\_