Job Description
The Database Manager works closely with the Development Director and Office Manager in recording and managing all donor data in the Tulane Catholic database (as of 1/29/20: Raiser's Edge software, subject to change in the near future).

All Catholic Center resources and on-the-job time are to be dedicated to accomplishing the goals assigned for this position. Normal hours for this position are 9am - 12pm, Monday through Friday, but flexible hours are negotiable. Vacation time, holidays and sick days are taken according to archdiocesan policy.

Duties and Responsibilities

1. Reflect and embody the mission of Tulane Catholic, abide by the policies and procedures of the Archdiocese of New Orleans and Tulane Catholic, respect and uphold the teachings of the Catholic Church.
2. Enter new constituents into the database and bulk e-mail software (Mailchimp). (includes registrations from cards, website, and other sources)
3. Enter all gifts and batches into the Raiser’s Edge Database (as received from Office Manager)
4. Extract and prepare reports (metrics) from the database for analysis, as requested by Development Director or Chaplain
5. Extract and prepare lists of constituents according to different criteria, as requested by the Development Director (i.e., for events, invitations, prospecting, and direct mailings: Donor Impact Report, Fall and Spring Newsletters, Parent Letter, Year End Tax Letter, Annual Appeal, Senior Letter, and other mailings)
6. Prepare (format, mail merge, etc.), print, and mail all year end donor letters in January
7. Maintain records in the database of all letters sent to constituents, including tax and thank you letters, direct mailings, and grant requests
8. Prepare (format, mail merge, etc.), print, and mail thank you letters for each gift within five (5) days of receipt of the gift
9. Perform tasks related to prospecting of donors in database (i.e., research of donors) and reporting of research to Development Director and Chaplain
10. Regular maintenance, update, and cleanup of database (i.e., editing entries when students graduate, donors are deceased)
11. Process monthly gifts that are transacted within Raiser’s Edge (i.e., credit card/ACH)
12. Other tasks as assigned by Chaplain/Director related to administration

Where “Raiser’s Edge” or other proprietary software appears, subject to change according to the needs of the administration of the center.