

Database Manager

The Ohio State Bar Foundation, is seeking a Database Manager. The qualified candidate will contribute their talents to a statewide grantmaking organization with a mission of educating the public about the rule of law and working to build a better justice system.

The Database Manager manages all aspects of the donor database, including the accuracy of donor accounts and protection of sensitive information. The candidate will provide access to essential datasets integral to the organization's fundraising success and generating pertinent reports. This position will, at the direction of the Director of Development & PR, work both remotely and in-office.

In addition, a successful candidate should have 3-5 years of experience:

Qualifications

- A Bachelor's degree in computer science or alike degree from an accredited college or university.
- Three to five years working with Raiser's Edge in a development environment/nonprofit setting; experience making determinations about data and related analytics.
- Outstanding organization and analytical skills.
- Ability to meet deadlines, and work with strong personalities.
- Strong technology skills, including knowledge of Microsoft Office products, adobe acrobat, and Raisers Edge database is a plus.

Duties and Responsibilities

- Communicates directly with donors regarding gifts and account information.
- Optimizes each opportunity to cultivate the relationship between donors and the Foundation.
- Develops and documents policies, procedures, and guidelines for maintaining consistent records.
- Serves as the primary contact for questions related to the gift receipt and the giving process.
- Supports the logistics of direct mail and other fundraising campaigns including segmentation of constituent's trends analysis and mailing list management.
- Provides organizational IT support and website administration.
- Researches and makes recommendations for upgrading hardware and software purchases.
- Collaborates in development project planning and execution of stated goals and objectives.

The Foundation is an Equal Opportunity Employer and encourages a diverse environment. The OSBF does not discriminate on the basis of race, religion, color, gender, age, national origin, sexual orientation, veteran status or physical or mental disability. **To be considered send resume and cover letter along with salary requirements** to: Kelly Adams, Ohio State Bar Association, 1700 Lake Shore Drive, PO Box 16562, Columbus, Ohio 43216-6562 or email to kadams@ohiobar.org. No third parties or phone calls please.