

## MISSION HOSPITAL POSITION DESCRIPTION

Position Title:	Database Administrator/Prospect Manager	Exemption Status:	Non Exempt
Job Classification:		Job Code:	7027,532595
Department:	Foundation		
Reports to:	Director of Central Development		
Last Update:	09/2003, 4/4/08, 2/2010		

### Job Summary:

The Database Administrator/Prospect Manager is responsible for creating and managing an effective infrastructure to support the prospect management, gift processing, and database needs of the Foundation. This includes supervision of support staff, preparing financial reports and facilitating prospect management meetings. Personnel management such as scheduling, discipline, and hiring decisions are also part of this position. Under minimal supervision organizes own workload to meet established priorities. Is proficient in required competencies. Addresses donor inquiries regarding contributions by applying independent judgment and conflict resolution skills. Performs various duties for the Foundation including database & computer systems management, developing policies and procedures, monitoring data input and output. Consistently demonstrates behaviors that model the St. Joseph Health System core values and the Hospital's mission statement.

**Essential Values-Based, Leadership and Management Competencies:** *Demonstrates values-based competencies in line with the four core values that are the foundation of all activities performed by management employees in order to achieve the Mission of the St. Joseph Health System (see attached behavioral definitions of competencies):*

- Dignity:** *Demonstrates competence in communication, interpersonal relations, and leading courageously.*
- Excellence:** *Demonstrates competence in continuous improvement, continuous learning, accountability, teamwork, motivating and developing others, problem-solving and decision making, displaying financial understanding, managing daily operations, and demonstrating business / job specific knowledge.*
- Service:** *Demonstrates competence in customer/patient focus, adaptability, and shaping change.*
- Justice:** *Demonstrates competence in community orientation, stewardship, and strategic planning and action.*

**Essential Functions:** *Describe the 5 - 10 duties / responsibilities that must be performed by this position.*

	% Time Spent	% Weighting
1. Researches, establishes and executes quality control policies and procedures for efficient departmental functioning and ensuring the integrity of database. Develops internal systems for evaluating and reporting financial gift data, performs frequent audits to ensure data is accurate and consistent with Foundation standards, maintains donor/prospect database files, and ensures compliance with all state and federal laws. Prepares monthly data transfer from database to financial software to ensure all donor financial transactions and donations are credited to proper general ledger fund accounts based on Internal Revenue Service guidelines. Works closely with Senior Financial Analyst creating and modifying codes that track gifts and specified funds in Raiser's Edge to ensure IRS compliance. Develops and maintains efficient systems for ensuring	35	35

<p>data integrity, gift processing, prospect research, and relationship management. Addresses donor inquiries regarding contributions by applying independent judgment and maintains confidentiality of this information as appropriate. Establishes new funds, investigates discrepancies and prepares detailed records and reports as required. Conducts post implementation reviews to ensure benefits are achieved.</p>		
<p>2. Creates and executes complex database queries and reports for multiple campuses for Foundation staff and Marketing Department for events, solicitations, publications and special projects related to data, trends, historical context and future endeavors. Generates and analyzes data for multiple campuses regarding donors and prospective donors for donor recognition for new and/or additional giving opportunities. Works closely with the Central Development Manager to ensure donor recognition information is tracked, accurate and current. Manages outsource relationships for 3rd party application development and programming consultants while adhering to all Foundation standards.</p>	20	20
<p>3. Manages and directs Foundation direct report support staff. Ensures a balance of work assignments, is sensitive to varying workloads and priorities. Handles performance reviews and disciplinary action. Selects, trains, and orients direct report support staff.</p>	5	5
<p>4. Provides consulting, training, and education services such as data management and volunteer/staff training and orientation in using Raiser's Edge to its fullest potential. Must be proficient in required competencies upon completion of orientation as listed on the unit specific Competency Inventory. Investigates and resolves application functionality related issues and provides first level support and troubleshooting of Raiser's Edge systems.</p>	5	5
<p>5. Facilitates Prospect Management meetings monthly to review, enhance, maintain and resolve issues with Director Management and donor/prospect records. This includes the preparation of an agenda and supporting documentation. Provides detailed information and updates database with data provided by Directors.</p>	10	10
<p>6. Creates, develops, implements, coordinates and continuously improves prospect program and system, management systems in Raiser's Edge to ensure policy and procedures are formalized and being followed. Is persistent and diligent in seeking out follow-up information provided to development team to continuously ensure the integrity of the data. Responsible for management of the process to enhance Foundation Development Officers' ability to secure significant gifts. Duties include prospect research and analytical report generation along with implementation of the prospect/donor management process including identification, tracking, acknowledgment and stewardship processes.</p>	25	25

**Additional Responsibilities:** *List infrequently performed and non-essential tasks.*

**Knowledge / Skills / Abilities:** *List the knowledge, skills, and abilities required to perform the essential functions of this position.*

1. Good data entry skills.
2. Knowledge of Microsoft Office, proficient in Word mail merges and database management.
3. Excellent communication skills. Interpersonal skills necessary in order to interact with donors and volunteers.
4. Ability to concentrate and pay close attention to detail at all times when inputting data and compiling information regarding donors gifts, pledges, and acknowledgement letters.
- 4-5. Good basic math and English grammar skills.
- 5-6. Must be proficient in required competencies upon completion of orientation as listed on the unit specific Competency Inventory (if applicable).
- 6-7. Ability to work independently, handle multiple tasks, exercise good judgment, and maintain confidentiality.

**Age-Related Competencies:** *List the knowledge, skills and abilities required to provide age-specific care, including:*

- υ Human development knowledge / skills:
- υ Age-specific patient needs that employee is required to understand and meet:  
Demonstrates the ability to meet the age related needs of the specific population served.
- υ Additional requirements:  
Demonstrates the ability to perform behavioral competencies as indicated on the position specific competency

assessment.

**Information Management:**

Treats all information and data within the scope of the position with appropriate confidentiality and security.

**Risk Management:**

Cooperates fully in all risk management activities and investigations.

**Additional Requirements (optional):**

**Minimum Position Qualifications:** *List the minimum qualifications required for this position:*

- ∪ *Education:* High School diploma or GED
- ∪ *Experience:* 3 years clerical/data entry experience and 2 years management or supervisor experience
- ∪ *License / Certification:*

**Preferred Position Qualifications:** *List the preferred qualifications required for this position:*

- ∪ *Education:*
- ∪ *Experience:* Hospital foundation experience (Raiser Edge software preferred or similar database experience)
- ∪ *License / Certification:*

**Environmental Conditions:** *Describe the work environment including risk of exposure to blood-borne pathogens and other hazards.*

Normal office environment, no exposure to adverse conditions. Prolonged sitting and occasional walking.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

*Approvals:*

<i>Department Head Signature</i>	<i>Date</i>
<i>Administration Signature</i>	<i>Date</i>
<i>Human Resources Signature</i>	<i>Date</i>

