Cumberland Community Foundation
Database Manager / Admin Team - Job Description

Cumberland Community Foundation ("CCF") is seeking an experienced Database Manager. This position will maintain and grow the database and support the Donor Services Manager and Grants/Program Managers to improve the quality of life in Cumberland County, NC.

Goals for this position include 1) build and maintain an accurate database, 2) provide excellent project support for the Grants/Program team and Donor Services, 3) and continuously learn and share knowledge with the team.

Specific responsibilities include:

Database Administration
- Maintain accurate and complete contact information ("profiles") for volunteers, donors, grantees, nonprofits, local agencies, prospective donors, corporations, and community leaders.
- Conduct research to gather information for the team - Finance, Donor Services Manager, Grants Manager, and Program Manager.
- Create records in the database for new organizations and update existing records with information such as contact information, grant eligibility, staff member names, and contact information.
- Manage the database of eligible organizations, taking into account CCF's policies and priorities.
- Monitor the opt-in / opt-out signups through the website and update the database.
- Export data and create reports for the Donor Services Manager and CEO.

Grants and Scholarships Processing
- Assist the Grants Manager, Program Manager, and Giving Circle Manager with the grantmaking software ("GLM").
- Assist the Scholarship Manager with the scholarship management software ("SLM").
- Cross-train to assist fundholders with access to the donor portal ("MyCCF") for their donor advised grant recommendations.
- Cross-train to assist with donor advised grants: accepting recommendations, generating grants in the system, conducting due diligence including verifying tax-exempt status of the grantee, conducting research, and verifying the charitable purpose of the grant.
- Cross-train on letter templates for grant-related correspondence.
- Cross-train to prepare letters and documentation to accompany donor advised grant check distributions.
- Manage alerts in grantmaking software regarding donor preferences.
- Research outstanding checks and inform the Finance Department how to handle.

Administrative Support
In accordance with CCF policies and values, and in compliance with National Standards for US Community Foundations and all applicable laws:

- Assist with staffing meetings of committees and community groups.
- Assist the team with the annual Giving Tuesday campaign with emphasis on database administration, grantee communication, and grant check distribution.
- File documents and records according to the applicable program manager's systems and the Document Destruction Policy.
- Assist with the production and completion of large mailing projects (fund statements, annual giving letters, bulk mailings).
- Cross-train on gift entry and acknowledgment.
- Assist with foundation events and presentations.
- Assist the team with nonprofit outreach and events.
- Other duties as assigned to achieve the mission, vision, values, and strategic goals.

Requirements, Instructions, Other Information

Desired experience, education, skills, and knowledge:
- Two or more years of CRM software systems management.
- Demonstrated ability to develop positive, productive professional relationships with diverse stakeholders.
- Excellent communications skills.
- Leadership experience and relationship management preferred.
- Proven ability to manage multiple priorities and deliver against deadlines while maintaining the flexibility necessary to adapt, respond to, and meet the needs of the organization.
- Proven ability to research and analyze data, organize and manage multiple projects.
- Excellent computer skills with proficiency in Microsoft Office and other standard software.
- Excellent data management skills.
- Great attention to detail and a willingness to "get in the trenches" to achieve goals.
- Associates degree or higher preferred.
- Willingness to work with a team in an office environment required.

Other Requirements:
- Must be able to set up, breakdown meeting tables and chairs, and carry a 20 pound file box up a flight of stairs.
- Must have valid driver's license and transportation to be used in the course of the job.
- Attend two evening events annually.
- Must reside in Cumberland County, NC.

How to apply:
- E-mail an introductory letter and resume to: Mary@CumberlandCF.Org (Subject line: Database Administrator Position)

or
- Hand deliver to: Database Administrator Position, Cumberland Community Foundation, 308 Green Street, Fayetteville, NC (parking and entrance in back)

CCF is an equal opportunity employer.

Applicants should not call.
Position open until filled.
Pre-employment drug testing and background check required.

Hiring Information:
Reports to President/CEO
Full time / hourly / non-exempt
Salary range $17.00/hour to $22.00/hour depending on experience
In-office position
401k match up to 5%
Group medical
10 holidays/ 20 days PTO

About CCF:
Founded in 1980, Cumberland Community Foundation serves Cumberland County, NC and is the largest grantmaker in Cumberland County, NC. By working with dedicated donors and strong nonprofits, we can improve the quality of life in our community. CCF distributed over $7 million in grants and scholarships in 2021 thanks to the generosity of many donors, past and present.

For more details about Cumberland Community Foundation, visit
www.CumberlandCF.org.

Giving together to enhance the quality and spirit of community life.