



Database Manager- Position Description

General Description

- Goal:** The Database Manager is responsible for the management of the donor software and other clerical duties tied to marketing and public relations in the development office.
- Overview:** The Database Manager (DMgr) shall be a confessing Christian who maintains an active personal relationship with Christ as Savior and Lord. The DMgr shall possess strong computer skills, including MS Word, Excel, Publisher, Access, Outlook, database entry and manipulation, website management, and QuickBooks. The DMgr shall be physically and mentally able to perform essential functions and basic duties of position, as described below, in a timely and efficient manner. The DM shall be one who has a clear understanding of the philosophy and policies of Brookstone School. Other qualifications may be added by the Headmaster or Board as deemed appropriate.
- Contracted by:** Headmaster in consultation with the Board of Directors
- Responsible to:** Development Director
- Evaluation:** Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this position description. All employees will undergo initial and periodic subsequent background checks and fingerprinting as required by the Board.
- Type of Position:** Part-time / At-Will / Non-exempt

Required Personal Qualities

The Database Manager shall:

1. Have received Jesus Christ as his/her personal Savior and Lord
2. Believe that the Bible is God's Word and standard for faith and daily living
3. Faithfully attend and actively support a local church that adheres to the principles listed in the Brookstone Statement of Faith
4. Be in whole-hearted agreement with the school's Statement of Faith
5. Be a Christian role model in attitude, speech, and actions both in and out of school to

pupils, parents, and fellow employees. This includes agreement with and living in accordance with the Brookstone Declaration of Biblical and Ethical Integrity

Additional Personal Qualities

The Database Manager shall:

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
2. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy
3. Meet everyday stress with emotional stability, objectivity, and optimism
4. Respectfully submit and be loyal to constituted authority
5. Use acceptable English in written and oral communication. Speak with clear articulation
6. Shall notify the administration of any policy he/she is unable to support
7. Refuse to use or circulate confidential information inappropriately

Job Description - Essential Functions

The Database Manager shall:

1. Be responsible for the maintenance of the donor database
2. Updating donor information in the donor database
3. Produce labels, stamp, and stuff all mailings to donors
4. Enter donation amounts into database program
5. Format and send email updates to donors as directed
6. Provide required reports from the donor database as directed by the Headmaster or Director of Development
7. Update the web-site
8. Enter all funds from donors, students, and vendors into QuickBooks
9. Retrieve funds from the Paypal account and other online accounts
10. Manage Direct Deposit and Credit Card accounts
11. Complete deposit paperwork for the Headmaster
12. Enter stock donations into QuickBooks and follow up with Headmaster
13. Enter pay personnel pay statements into QuickBooks

14. Attend all major fund-raising events
15. Answer phones, direct callers, and take messages
16. Interact in a positive way with faculty, staff, parents, students, and donors
17. Provide access to the building through the secure access point

Job Description - Supplemental Functions

The Database Manager shall:

1. Provide input and constructive recommendations for administrative and managerial functions in the school.
2. Support the broader program of the school by attending after school events and meetings as required.
3. Perform any other duties that may be assigned by the administration.