

Asia Society Career Opportunity

Location: New York

Position: Manager, Database Services (Grade 6)—Code 1510

Application Deadline: March 2, 2015

Purpose:

Data management is critical to the success of Asia Society fundraising, and the Manager of Database Services will play an integral role in achieving that success. He/she will be responsible for maintaining a significant database to enhance ongoing development activities, which includes managing the data input and retrieval from Raiser's Edge database for Asia Society New York and support of the Centers. He/she will also provide input in formulating and implementing best practices for the External Affairs department's donor and gift entry procedure.

RESPONSIBILITIES:

- Oversees all aspects of Raiser's Edge database usage, ensures policies and procedures are followed for efficient data processing, cultivations, and reports.
- Handles all daily gift and memberships by reviewing and sorting the donations to process in Raiser's Edge, submits checks and paperwork to Finance for deposit.
- Generates the Daily Development Gift and Membership reports and distributes to designated staff.
- Creates and maintains membership logins and corporate promo codes.
- Liaises with the membership team to maintain accurate membership records, according to the policy and procedures in place.
- Collaborates with External Affairs and the Finance team to monitor outstanding pledges, adjustments, write-offs and reconciliations.
- Manages MailChimp, the e-mail marketing tool, by updating e-mail address lists, coordinating and scheduling regular e-blasts.
- Provide direction on the use of Raiser's Edge to new and current staff, answers inter/intra staff questions and trouble-shoots problems.
- Prepares and provides complex data queries, exports and reports as necessary for donor list, special presentations, and internal financial analysis/reporting.
- Develops and maintains the Raiser's Edge internal user policy manual.

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www.AsiaSociety.org

- Maintains data integrity standards including security, accuracy, and data loading and duplicate elimination.
- Maintains and files all gift documentations and pledge agreements.
- Supervises interns, volunteers and temporary staff in database clean-up projects.
- Perform other duties as directed by the Director, Data Strategy and Information Management.

QUALIFICATIONS:

- College degree.
- Minimum 3 years development/fundraising experience.
- Excellent written and verbal communication skills and excellent analytical skills.
- Must be well organized, detail-oriented, able to use sound judgment and work well under pressure.
- Experience with Microsoft Office: Word, Excel, PowerPoint, and Outlook.
- Proficiency with Raiser’s Edge strongly preferred.

COMPETENCIES:

- *Professionalism:* Professional competencies in the related field of work; conscientious and efficient in meeting commitments, observing deadlines and achieving results; able to work independently with minimum supervision; ability to operate in compliance with organization policies; good judgment, tact and discretion;
- *Planning and organizing:* Ability to plan and organize own work in accordance and alignment to organizational and departmental goals; good organizational skills;
- *Communication:* Very good skills in communicating with people from different backgrounds;
- *Teamwork:* Very good interpersonal skills; flexibility and demonstrated ability to work in a multicultural environment;
- *Technological awareness:* Ability to apply technological tools relevant to the job and to keep abreast of developments in the profession;
- *Client orientation:* Skillful in identifying clients’ needs; establishing and maintaining effective relationships with internal and external stakeholders;
- *Decision making:* Ability to make sound and timely decisions.



How to Apply:

Please email your cover letter, resume, and salary requirements to:

eadatajob@asiasociety.org

Indicate job title and reference code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

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