



the Laurus Group

Fundraising | Consulting | Capital Campaigns

The Laurus Group (www.thelaurusgroup.net) is a small for-profit fundraising consulting firm that specializes in fraternity/sorority alumni communication programs and major capital campaigns. We strive to provide excellent customer service and work with our clients to maximize the return on their investments. We seek to hire someone who shares our values and enjoys a fast-paced, friendly, collaborative, and ambitious work environment.

We Are Seeking: Full-Time Database Manager

Position Description: The Database Manager's primary responsibility will be to administer the Raiser's Edge database. As a key member of the team, the Database Manager will utilize Raiser's Edge to streamline processes, import new records, manage custom reports, and prepare staff and volunteers with analysis and updates. The candidate will report directly to company principal. TLG has a fast-paced work environment, but also values personal development and work-life balance.

Education/Experience: Preferred candidate will have work experience in database administration in a nonprofit, marketing, or fundraising environment. Proficiency with Raiser's Edge desired but not required.

Responsibilities:

- Ensure that the database is functioning efficiently and queries, reports, exports, and other processes are in good working order
- Manage Spark (NetCommunity) capabilities as well as Blackbaud Merchant Services (preferred skills)
- Coordinate with team members for new or modified report needs
- Build and run unique queries, analysis reports (including Crystal), exports, mailing lists and other items as needed by team members
- Keep all database users up-to-date and informed of data issues, new updates, and processes
- Document standard procedures for Raiser's Edge use
- Stay current on professional, technical, and evolving work related issues; serve as a resource for advice or information on best practices to colleagues
- Work with coordination of data transfers between TLG web product and Raiser's edge
- Import of new records and general database clean-up will be required

Skills/Requirements:

- Preferred candidate is proficient in Raiser's Edge as well as in Crystal Reports within RE
- Preferred candidate has experience with Spark (NetCommunity) within Raiser's Edge
- Demonstrated ability to learn new systems
- Experience developing, implementing, and improving processes/procedures
- Outstanding organization skills, including managing multiple tasks simultaneously
- Ability to prioritize work, be proactive, take initiative, and resolve problems
- Excellent communication skills
- Ability to work under pressure and meet deadlines
- Ability to work independently as well as collaboratively
- Solid analytical and project management skills
- Proficiency in Excel and Word required

Candidate should have or be working towards a Bachelors Degree from an accredited college or university with preference of degree in Information Technology or similar field. **It is preferred that the candidate be a member of a collegiate social fraternity or sorority.**

Compensation: This is a full-time salaried position with pay commensurate with experience. Part-Time and Internship opportunities may exist for exceptional candidates, pay would be hourly.

This position will be open until filled with a qualified individual. Qualified candidates should e-mail, fax, or mail their resume, and cover letter, including salary history to:

The Laurus Group | P.O. Box 80828 | Atlanta, Georgia 30366
Fax: 770-903-3988 | resume@thelaurusgroup.net

No phone calls, please. EOE.