



the Laurus Group

Fundraising | Consulting | Capital Campaigns

The Laurus Group, a fundraising firm specializing in fraternity and sorority alumni communication programs and major capital campaigns, located in Atlanta, Georgia, seeks a full-time:

Database Manager and IT/Web Specialist

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.

Position Description

The Database Manager's primary responsibility will be to administer the Raiser's Edge database. Secondary responsibilities are to update the company website and manage client web product (in development). As a key member of the team, the Database Manager will utilize Raiser's Edge to streamline donor acknowledgement process, 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

- Provide database administration to assure that the Raiser's Edge database supports the transactional and informational needs of the organization.
- Ensure that the processing, tracking, reporting, and acknowledgement of gifts are performed in an accurate and timely fashion. Import of new records and general database clean-up will be required.
- 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.
- Monitor and manage the performance of the database to assure efficient operation.
- Keep all database users up-to-date and informed of data issues 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.
- Update TLG website with news, new client information, and general aesthetic and content improvements.
- Work with clients on client websites and coordinate data transfers between web product and Raiser's edge.
- Assist clients with address log-in and usability issues.
- Trouble shoot and train clients on website usage, importing of documents, photos, etc.

- Continued -

Skills/Requirements:

- 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 interact collaboratively with staff in an organization with diverse concerns and needs
- Ability to work under pressure and meet deadlines
- Ability to work independently and collaboratively
- Solid analytical and project management skills

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 fraternity or sorority.

Additionally, candidate should be a team player and have the ability to work with a variety of individuals. Candidate need to either be or able to be proficient in Raisers Edge as well as in Crystal Reports. Proficiency in Excel and Word required. Additional knowledge of HTML, Dreamweaver, WYSIWYG programming, JAVA and other web/internet programming tools extremely beneficial.

Compensation:

This is a full-time salaried position with pay commensurate with experience.

Part-Time and Internship opportunities may exist for exception 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.