

Mustard Seed Communities

Database Manager

This is a full-time on-site position in Medfield, MA (15 miles outside of Boston). You must be able to commute to Medfield.

Organization Overview:

Mustard Seed Communities (MSC) is an international nonprofit organization dedicated to caring for the most vulnerable populations throughout Jamaica, Nicaragua, Dominican Republic, Zimbabwe and Malawi. Founded in 1978, MSC provides loving and lifelong care to over 600 children and adults with disabilities, children affected by HIV, and young mothers in crisis. In addition, MSC manages sustainable agriculture initiatives and provides education, nutrition, and vocational training to marginalized communities. MSC is a faith-based organization, inspired by the healing and caring ministry of Jesus Christ.

MSC has an annual budget of over \$5M and is growing steadily with a committed base of donors throughout the United States. Over 1,400 volunteers participate in MSC's mission program each year. The mission program provides volunteers with the unique opportunity to live and work among MSC residents and staff. As a result of experiencing the work of MSC firsthand, mission volunteers often become MSC's biggest supporters and advocates. Mission volunteers play a critical role in the development and fundraising of MSC USA.

Visit www.mustardseed.com for more information.

Position Overview:

Reporting to the Director of Finance and Administration, the Database Manager is responsible for data entry and the management and maintenance of MSC's Raiser's Edge NXT database in order to support Mustard Seed Communities' growth.

Responsibilities Include:

- Process daily imports of donor gifts with consistency, accuracy and strict attention to detail
- Deposit donor checks using remote scanner
- Create and send timely donor acknowledgements
- Create and run statistical, financial, and constituent reports as requested; assist staff with queries and reporting
- Create dashboard reports in Raiser's Edge NXT as requested
- Ensure integrity and security of database through routine maintenance
- Assist MSC supporters with donation or data issues
- Respond to requests regarding donor recognition and giving history
- Create, update, and maintain standard operating procedures for all data processing related tasks
- Manage transfer of data between Blackbaud's Luminate Online and Raiser's Edge NXT using the Omatic Connector

- Identify and solve issues with data or database functionality
- Take a leadership role in recommending improvements to current processes to increase efficiency while maintaining internal controls and data integrity
- File and maintain physical and digital backup of gifts and pledges applying knowledge of document retention requirements
- Coordinate with Director of Finance and Administration regarding monthly close, reconciliations, and annual audit preparation
- Generate pledge payment reminders and other routine donor communications
- Submit documentation to verify and secure matching gift opportunities
- Develop and maintain strong relationships with donors, volunteers, vendors and international MSC staff

Qualifications:

- Dedication to MSC's mission
- Experience working with a donor management system; Blackbaud's Raiser's Edge NXT and Omatic strongly preferred
- Excellent verbal and written communication skills
- Superior interpersonal skills; ability to work well with many different types of people
- Highly self-motivated and goal-oriented, enthusiastic self-starter with strong time management, project management, and organizational skills
- Ability to manage and prioritize multiple projects in a fast-paced environment
- Strategic thinker with meticulous attention to detail
- Ability to work independently and collaboratively
- Good judgment and ability to handle confidential information with discretion
- Intellectual curiosity and eagerness to learn new skills
- Proficiency in MS Office and ability to quickly become proficient in other software programs

Please send resume and cover letter to careers@mustardseed.com.