

# **THE LUCILE PACKARD FOUNDATION FOR CHILDREN'S HEALTH**

Vacancy Announcement

## **Database Manager**

The Lucile Packard Foundation for Children's Health invites applications for the position of Database Manager.

Established in 1996, the Foundation is a 501(c)(3) public charity whose mission is to elevate the priority of children's health and increase the quality and accessibility of children's health care through leadership and direct investment. The Foundation fundraises for research, training, and patient care at Lucile Packard Children's Hospital, and for pediatric programs at the Stanford University School of Medicine. The Foundation also serves as a source of public information about the state of children's health and pursues changes in the system of pediatric health care.

### **Position Summary**

The Database Manager will report to the Director of Development Services and will perform a variety of functions related to the development and maintenance of the Foundation's donor database. In addition to daily maintenance activities, the Database Manager will work with staff across all departments to design, implement, and document technology enhancements to optimize the use of database functionality to support the Foundation's fundraising goals. The Database Manager is also responsible for documenting existing database system protocols and processes as well as providing ongoing support, in an overflow capacity, to the Director of Development Services and the Development Systems Manager.

The successful candidate must be able to work independently as well as with others and must be able to act as a liaison with staff at all levels and in different functional departments within the Foundation. In addition, the successful candidate will have proven experience in the advanced use of relational databases and possess excellent technical writing skills.

### **Essential Duties**

Under the supervision of the Development Services Director, the Database Manager will:

- Assist in the development of new database processes to meet current and future fundraising goals.
- Conduct global changes as well as data imports/exports, utilizing Access and Excel as well as other software programs.
- Manage the monthly NCOA process by identifying and submitting records and uploading updated addresses.
- Administer security settings and business rules in the donor database.

- Review existing integrity audits and develop new integrity audits of database and database procedures.
- Generate accurate database queries and reports that provide the information required to make informed programmatic decisions by staff.
- Perform database maintenance, including but not limited to, periodically eliminating obsolete query, export, and report parameter settings, as well as other identified maintenance projects.
- Provide in-house expertise, technical support, and intermediate training to end users on donor database, Access, Excel, and Word software programs.
- Document new and existing database system protocols and processes.
- Participate in planning and execution of upgrades and technology enhancements to advance the mission of the Foundation.
- Provide support to the Development Services team as well as the Development Systems Manager in either a back-up or overflow capacity, as necessary.

### **Required Experience, Skills, and Abilities**

- Minimum of 3 years experience managing development and/or alumni databases.
- Proficiency in database administration, prospect and constituent management, data imports and exports, and development of reports.
- Experience with business processes, database architecture and management, and system administration.
- Knowledge of Microsoft Office products, specifically Word, Excel, Access, and Outlook; ability to train end users to intermediate levels.
- Exceptional oral and written communications, with the ability to provide clear, concise instructions to targeted audiences.
- Excellent analytical, organizational, and communication skills with the ability to effectively translate between end users' needs and database output.
- Strong attention to detail with a high level of accuracy.
- Strong work ethic with the ability to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Able to work independently and be a team player
- Able to maintain a high standard of confidentiality with regard to donor information.

### **Preferred Experience, Skills, and Abilities**

- Experience in a not-for-profit environment.
- Professional training and/or certification in advanced use of relational databases.
- Experience with Blackbaud's Raiser's Edge, Net Community, Convio 360, and Import-o-matic software programs.
- Bachelor's degree preferred or an equivalent combination of education, training, and work experience suitable for the position.

Employment is contingent upon a satisfactory background and credit check.

### **Salary and Benefits**

Compensation is commensurate with experience and the marketplace. The Foundation offers a highly competitive benefits program.

### **How to Apply**

**Send cover letter and resume to Human Resources via mail, fax, or e-mail:**

Lucile Packard Foundation for Children's Health  
400 Hamilton Avenue, Suite 340  
Palo Alto, California 94301  
Fax (650) 498-7738  
[hr@lpfch.org](mailto:hr@lpfch.org)

The Lucile Packard Foundation for Children's Health hires staff without regard to race, ethnicity, religion, national origin, medical condition including genetic characteristics, age, gender, sexual orientation, marital status, or disability.