

## POSITION DESCRIPTION

### Database Manager

**Title:** Database Manager

**Company:** Annual Giving Network

**Location:** Medfield, MA (some flexible/remote work may be considered - full or part-time)

The Database Manager plays a key role advancing AGN's goal of being a data driven organization by managing key information systems, research efforts, content management programs, and more. The ideal candidate will be a service-minded problem solver, who is organized, detail-oriented, and good with systems and data. Experience with databases, research, reporting, analytics, website maintenance, and content management are desirable. Experience in higher education and/or fundraising is a plus.

### RESPONSIBILITIES

- Maintaining the company's Salesforce CRM system and other databases.
- Coordinating proactive records research and data hygiene efforts.
- Developing and producing reports, dashboards, queries, and lists.
- Conducting market research, surveys, benchmarking, and other special projects.
- Developing and maintaining a web-based member portal.
- Organizing and maintaining various content libraries (e.g., webinars, samples, tools, template) and data sets (e.g., performance index, salary index).
- Ensuring data standards, organization, integration, and policies across the business, as well as security and backup of all information systems.
- Assisting with marketing efforts, customer service, and event production as needed.
- Other duties as assigned.

### QUALIFICATIONS

Bachelor's degree and 3-5 years or more of relevant experience. Master's degree and experience in database management and educational fundraising preferred. Must be organized and detail-oriented with strong communication and technical skills, a sense of humor, and a willingness to be flexible and patient in the context of a small and growing business. Working knowledge of Google Workspace, MS Office, Salesforce, MarketingCloud, Wordpress, Zoom, SurveyMonkey, Google Analytics, ChatGPT, or comparable applications is desirable. Must be able to travel occasionally and work occasional evenings and weekends as needed.

### ABOUT AGN

As the world's leading resource for annual giving programs, AGN helps educational institutions develop sustainable sources of philanthropic support. We're proud to have served thousands of colleges, universities, and independent schools through our research, training, and consulting services, and through our membership program, which provides ongoing access to professional development. Learn more at [AnnualGivingNetwork.com](https://AnnualGivingNetwork.com)

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