The John Thomas Dye School

Job Description

Title:	Database and Web Integration Manager
Reports to:	Director of Technology
Department:	Staff
Status:	Full-time, Exempt
Effective Date:	As soon as available

JOB SUMMARY: The Database and Web Integration Manager will provide oversight of School's databases and content management systems to ensure functionality, utilization, integration, and consistent practices and standards across platforms. This position will work collaboratively with a variety of campus departments to ensure management of multiple data systems as well as the School's website.

ESSENTIAL FUNCTIONS:
- Analyze utilization of current databases to assess full level functionality of data and reporting mechanisms based on School's needs
- Work collaboratively with Admissions, Development, Technology, and the Business Offices to ensure consistency and integrity in data
- Administer Blackbaud's Core, OnMessage, OnBoard, and Raiser's Edge systems, implementing best practices in data entry methods, while providing support, training, and assistance to other users
- Ensure integration across other add-on services, such as Blackboard Connect, Magnus Health, SchoolDude, ADP, etc.
- Maintain and oversee integrity of data in the School's multiple data management systems
- Work with the Development Department to maintain accurate records in Raiser's Edge
- Work with Admissions Department to maintain strong online presence for prospective students and community relations
- Work with the Business Office to ensure reconciliation between Raiser's Edge and Financial Edge platforms
- Under the direction of the Director of Technology enhance website design, platform and content management (external and internal portals)
- Assist with data reconciliations for the Business Office when needed
- Other duties as assigned
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SKILLS, KNOWLEDGE and QUALIFICATIONS:
- Bachelor's Degree and at least two years of work experience in a related field
- Demonstrated working knowledge of the Blackbaud Suite, specifically Core, OnBoard, OnMessage, and Raiser's Edge
- Ability to work independently and as part of a team
- Ability to apply critical thinking skills to problem-solve and resolve issues and/or make recommendations
- Excellent interpersonal and communication skills (written and verbal)
- Strong organizational skills and attention to detail
- Experience with web design, graphic design, copy editing, coding, and brand management a plus

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of employees so classified.

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Employee Name   Date

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Employee Signature

October 2017